NC Accounting System

Accounts Payable
Training Course

MAY 20. 1775

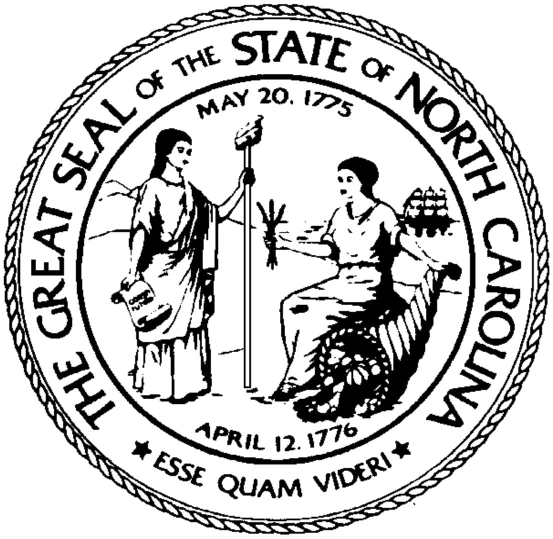
APRIL 12. 1776

State of North Carolina

North Carolina Accounting System

Accounts Payable

Training Course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State Controller

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Introduction

Overview

This course explains how an accounts payable (AP) clerk uses the North Carolina Accounting System (NCAS) as a tool to make payments and maintain accounting records.

Audience

Accounts payable clerk
Accounts payable management

Length

3 days

Objectives

Upon successful completion of this course, participants will be able to:

- Add and change vendors
- Create control groups
- Process direct invoices
- Process matching invoices
- Process employee transactions
- Handle special accounts payable processes
- Maintain documents
- Review accounts payable information

Quick Reference Guides (QRGs)

Job aids that will help participants complete the tasks involved with their jobs. They are referenced throughout the walkthroughs and activities.

NOTES

Procedures

Detailed process steps that describe how to complete the tasks. These can be used after the training as a reference on how to use the North Carolina Accounting System to perform job functions.

Business Process Overview

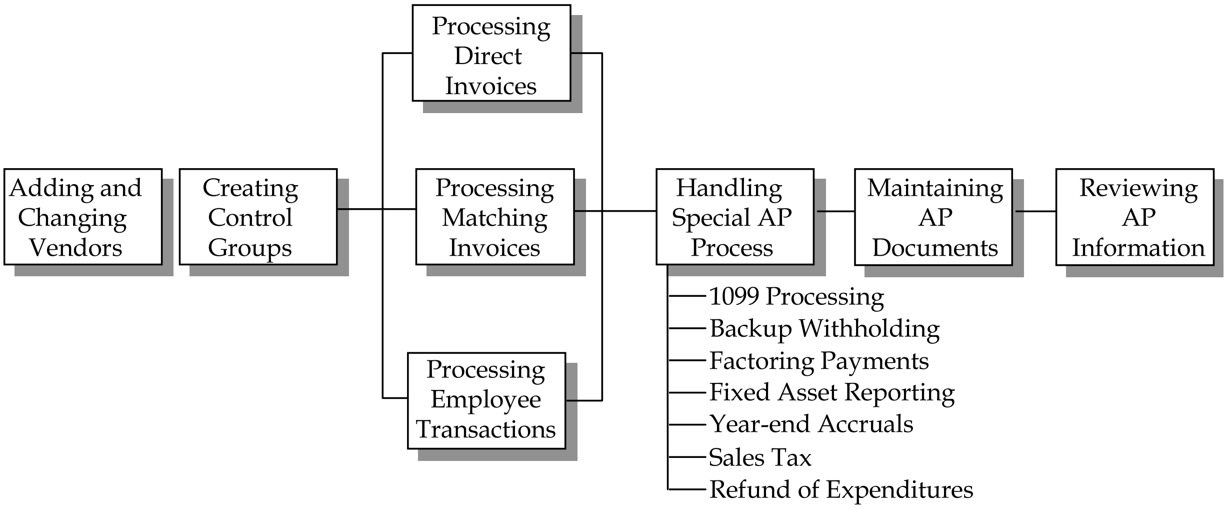
Overview

The basic activities of an agency's accounts payable department are making payments and maintaining accounting records. The responsibility for these activities rests largely on the accounts payable (AP) clerk.

As part of these responsibilities, the accounts payable clerk performs the following tasks on a regular basis:

- Adding and changing vendors
- Creating control groups
- Processing direct invoices
- Processing matching invoices
- Processing employee reimbursements
- Handling special accounts payable processes
- Maintaining documents
- Reviewing accounts payable information

The following diagram further explains the AP clerk's responsibilities in the North Carolina Accounting System (NCAS) environment.


Processing Direct Invoices
Adding and Changing Vendors
Creating Control Groups
Processing Matching Invoices
Handling Special AP Process
Maintaining AP Documents
Reviewing AP Information
Processing Employee Transactions
1099 Processing
Backup Withholding
Factoring Payments
Fixed Asset Reporting
Year-end Accruals
Sales Tax
Refund of Expenditures

Adding and Changing Vendors

A vendor record must exist in the NCAS before documents can be entered. Vendors are defined as either trade vendors, employees, or non-trade vendors.

- The Office of the State Controller maintains a Statewide Trade Vendor File. This allows agencies to share trade vendors and eliminates duplication of vendor records.
- In order to pay employee reimbursements and travel advances, agencies set up and maintain their own employee vendor files.
- An agency may also need to establish a non-trade vendor file in order to handle non-trade transactions, such as scholarships.

Creating Control Groups

Batching documents is the first step in the payment cycle. A set of batched documents is referred to as a **control group**. This process creates an audit trail and allows you to identify keying errors. It also ensures that the total of batched documents equals the system total.

After documents are batched, they are entered into the NCAS.

Because documents are treated differently, the NCAS is tailored according to document type:

- Direct invoices
- Matching invoices
- Employee advances
- Employee expense reimbursements

Processing Direct Invoices

A direct invoice does not reference a purchase order. A telephone bill is an example of a **direct invoice**. Direct invoices are processed on the *Invoice Worksheet 1 (IWS-1T)* screen.

Processing Matching Invoices

NOTES

A matching invoice references a purchase order that was issued to the vendor at the time the order was placed. The information on the invoice is *matched* to the information on the purchase order online. Matching invoices are processed on the *Invoice Matching (IMP)* and the *Invoice Line Audit (ILA)* screens.

Processing Employee Transaction

This section explains how to process employee transactions, such as employee travel advances and reimbursements, in the NCAS. The employee travel advance process should be used in conjunction with the employee reimbursement process to automate the accounting and tracking of amounts due to and due from individual employees.

Handling Special AP Processes

Some functions and processes involving accounts payable require special attention. They are 1099 processing, backup withholding, factoring vendor payments, fixed assets reporting, year-end accruals, sales tax, and refund of expenditures.

Maintaining Documents

The NCAS allows the AP clerk to maintain documents if information changes or was entered incorrectly.

Reviewing AP Information

The NCAS provides easy access to information. Using its information-access tools, you can either view data online or generate a printed report. In addition, you can specify the report's level of detail.

Integration Tools

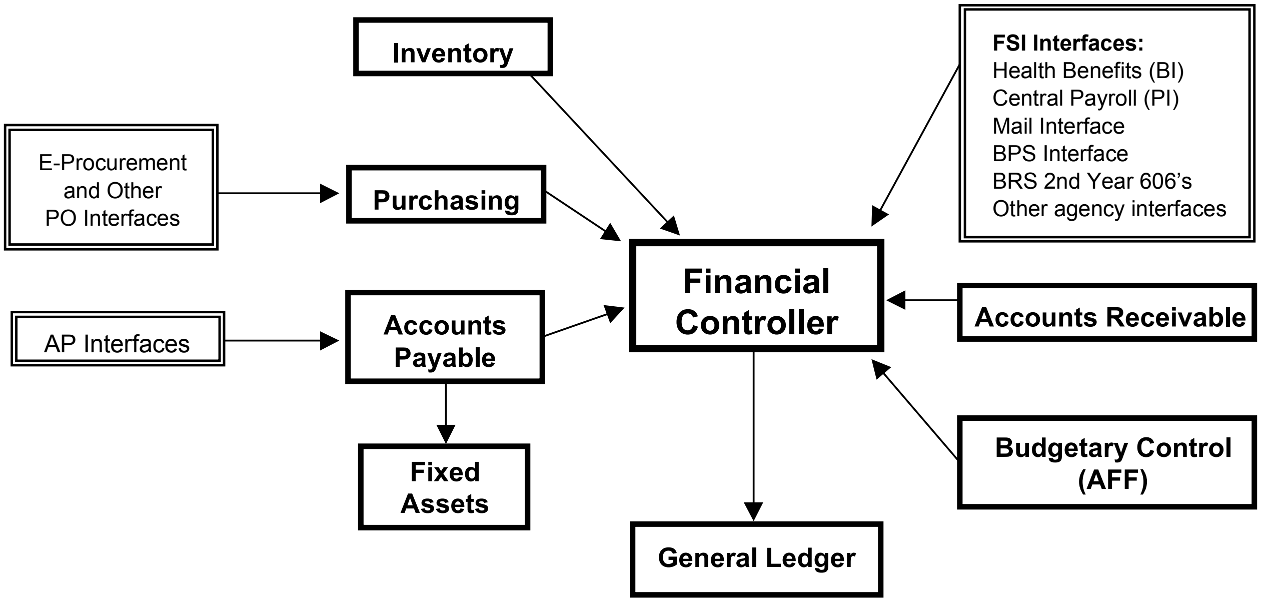
The North Carolina Accounting System (NCAS) provides an integrated set of financial and materials management modules for managing business functions. The Accounts Payable (AP) module of the NCAS is related to several modules as follows:

- As documents are entered, the system automatically checks the Budgetary Control module to see if funds are available.

NOTES

- Purchase order information (e.g., item, quantity, unit price, accounting distribution) from the Purchasing module is used when matching invoices, which minimizes data entry.
- Journal entries (e.g., payments, encumbrances) are automatically generated by the system and are posted to the General Ledger.
- Information is passed to the Fixed Assets module when invoices reference a fixed asset account.

NCAS Module Integration


Inventory
E-Procurement and Other PO Interfaces
Purchasing
AP Interfaces
Accounts Payable
Fixed Assets
Financial Controller
General Ledger
FSI Interfaces:
Health Benefits (BI)
Central Payroll (PI)
Mail Interface
BPS Interface
BRS 2nd Year 606’s
Other agency interfaces
Accounts Receivable
Budgetary Control (AFF)

SUMMARY

This course explains how the accounts payable clerk uses the NCAS to process payments. Requesting check runs and check reconciliation will be covered in the *AP Management* course.

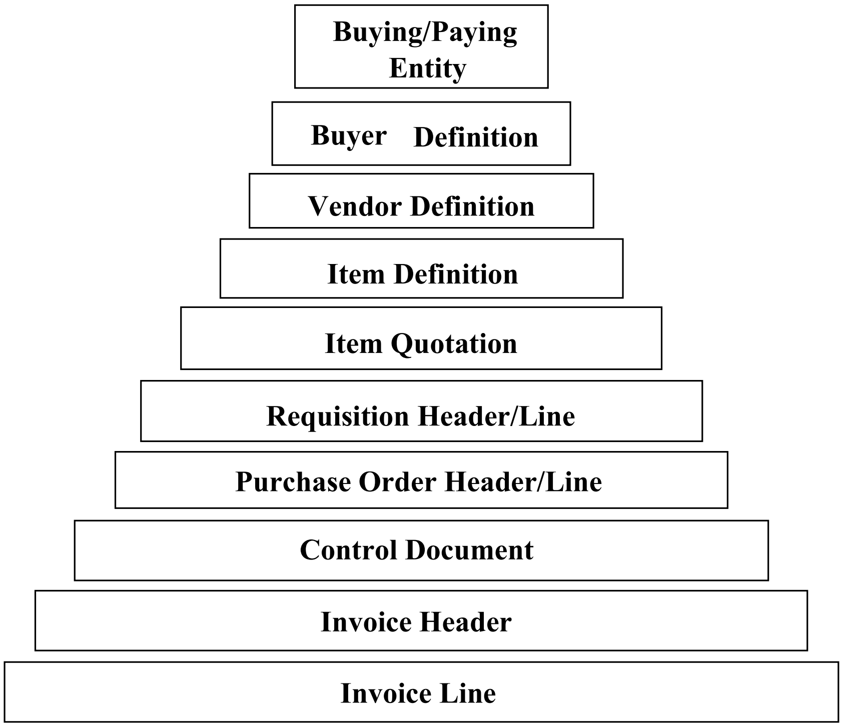
Although your agency may use another term for the employee who performs accounts payable functions, this employee will be referred to as an “accounts payable clerk” throughout this course.

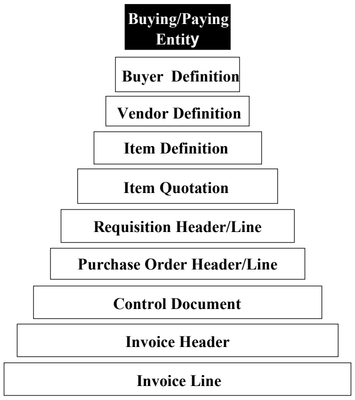
Policy Overview

Policy Hierarchy

A primary benefit of the NCAS is that it allows the state to maintain consistent financial information while simultaneously meeting the needs of individual agencies. To accomplish this, the Office of the State Controller (OSC) has entered standard information in the NCAS that is either general to the state or specific to an agency. Because the system uses this information as a standard, it is considered **policy**. Before an agency can begin to enter information in the NCAS Accounts Payable module, certain policies must be established for the agency.

The NCAS policy carries forward—or **defaults—**information from one screen to the next. This default information conforms to a hierarchy in the NCAS. The **policy hierarchy**, illustrated by the following diagram, represents the levels at which accounts payable policies (including purchasing policies that impact accounts payable) are established and maintained. As you review the policy hierarchy, bear in mind that overall state and agency policies are established at the top of the hierarchy. At the highest level, the buying and paying entities act as an umbrella under which general accounts payable policies are established and maintained. As you progress down the hierarchy, each layer represents an opportunity to override previously established policies with data that is specific to the transaction on which you are working.


Buying/Paying Entity
Buyer Definition
Vendor Definition
Item Definition
Item Quotation
Requisition Header/Line
Purchase Order Header/Line
Control Document
Invoice Header
Invoice Line


Buying/Paying Entity
Buyer Definition
Vendor Definition
Item Definition
Item Quotation
Requisition Header/Line
Purchase Order Header/Line
Control Document
Invoice Header
Invoice Line

Buying Entity

A **buying entity** supplies a set of defaults that will govern the purchasing transactions generated within the entity. The values will default for all transactions created within that buying entity.

The buying entity is a unique code that establishes the agency's address and phone number within NCAS. Buying entities have been established for each agency. XXBG has defaults oriented to the purchase of goods; XXBS has defaults established for purchasing services.

Each agency has at least two buying entities. They have the following structure:

XXBG and XXBS

XX = Agency identification number

B = Buying

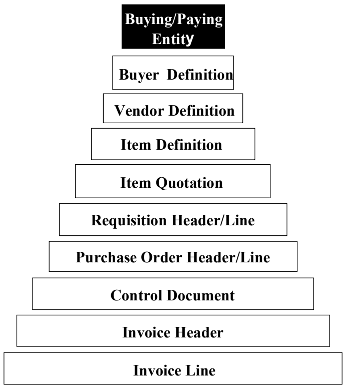
G = Purchases of goods

S = Purchases of services

For example,

- DPI uses 08BG for purchases of goods.
- OSA uses 06BS for purchases of services.

Your agency may use additional buying entities if it has unique business requirements. For example, the Department of Correction established a third buying entity, 42BI, for the purchase of inventory. Additional buying entities must be reviewed and approved by the OSC to ensure compliance with the NCAS business model.


Buying/Paying Entity
Buyer Definition
Vendor Definition
Item Definition
Item Quotation
Requisition Header/Line
Purchase Order Header/Line
Control Document
Invoice Header
Invoice Line

Paying Entity

An agency establishes a **paying entity** to achieve default values for processing invoices, credit memos, employee advances and payment transactions. A paying entity defines the set of rules that will govern the purchasing and accounts payable transactions generated within the entity. The rules default from the policy established for the entity.

A paying entity is a unique code that contains the agency name and address and the type of vendor that will be processed.

Each agency has at least two paying entities. They have the following structure:

XXPT and XXPE

XX = Agency identification number

P = Paying

T = Trade vendor transactions

E = Employee vendor transactions

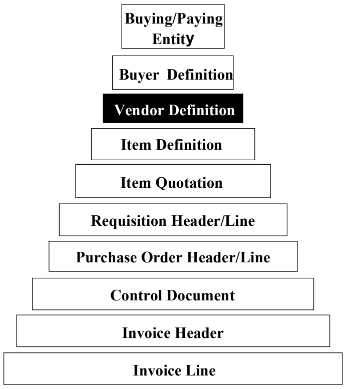
An agency is responsible for maintaining vendor information for its employees.

For example,

- DOI uses 12PT to pay a trade vendor.
- The OSC uses 14PE to pay employee advances.

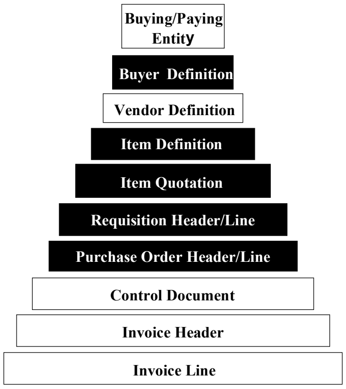
> Your agency may use additional paying entities if it has unique business requirements. For example, Department of Revenue established a third paying entity, 45PN, to pay non-trade vendors. Additional paying entities must be reviewed and approved by the OSC to ensure compliance with the NCAS business model.

Vendor Definition



Although your agency establishes general vendor policy at the paying entity level, it may be overridden at the vendor definition level. After a vendor is initially added to the Statewide Trade Vendor File, the OSC sends a questionnaire to the vendor. The questionnaire asks the vendor to verify all information. For example, the vendor identifies his or her payment terms, which may be different from the default. This is where a vendor would establish payment terms if different from the entity default. The OSC then makes any changes or additions to the file, ensuring that all information is accurate and current. This process demonstrates how policy established at a higher level—in this case, the paying entity—is more general than the specific information entered at a lower level—in this case, the vendor definition level.

The policies set up in the Purchasing module also impact the accounts payable functions. For example, the controls governing an invoice (such as the allowable variance in the unit price of an item) are established in the Purchasing module. Purchasing policies are generally established at the buying entity level and overridden at the following levels by the buyer:


Buying/Paying Entity
Buyer Definition
Vendor Definition
Item Definition
Item Quotation
Requisition Header/Line
Purchase Order Header/Line
Control Document
Invoice Header
Invoice Line

Buyer Definition

Policies established at the buyer definition level default to PO screens for transactions created by a specific buyer. For example, a buyer who purchases mostly tax-exempt goods might set the tax-allowed indicator to "no."

Item Definition

Policies established at the item definition level default to all transactions for a specific item. For example, a specific amount of days is allowed for early or late delivery of an item. This policy, which is also established at the buying entity level, can be overridden at the item definition level for such items as perishable goods.

Item Quotation

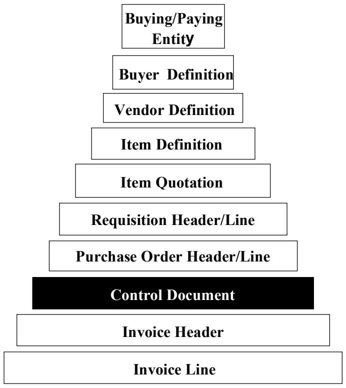
Policies established at the item quotation level default to any transaction that references a specific quotation. For example, if no price is entered by the buyer (i.e., he or she erases the requisition amount), the price defaults to the last price paid for the item. If a quote is referenced, however, the quote price is used.

Requisition Header and Line

The requisition header and line represent an opportunity to establish item and ship-to information before it is passed to a buyer for processing. These levels represent a requisitioner's last opportunity to override default values before the requisition is sent to the buyer for processing.

Purchase Order Header and Line

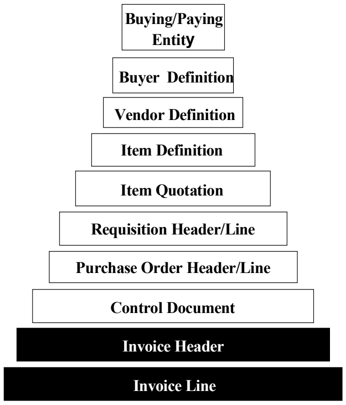
These levels represent the buyer's last opportunity to override default values before the purchase order is sent to a vendor. The information at these levels contains the greatest level of detail. For example, if no freight is to be charged for a particular transaction, the buyer can set the freight indicator to "no" for that particular PO or PO line.


Buying/Paying Entity
Buyer Definition
Vendor Definition
Item Definition
Item Quotation
Requisition Header/Line
Purchase Order Header/Line
Control Document
Invoice Header
Invoice Line

Control Document

The control document level represents an opportunity for an AP clerk to establish default values for all the documents in a particular control group. Some policies are established at the paying entity level and can be overridden at the control document level for a particular set of invoices. Other policies are established at the control document level. For example, the AP clerk can enter a payment routing code to instruct the system that all the payments for a particular control group should be hand delivered.

Invoice Header



The invoice header level represents an opportunity for the AP clerk to establish or override previously established defaults for a particular invoice. The defaults established at this level will apply to all the lines on an invoice. For example, you could override the payment terms code that defaults from a higher policy level (paying entity or vendor definition levels). This terms code would then apply to the entire invoice.

Invoice Line

The invoice line level represents the last opportunity for the AP clerk to establish or override defaults. The defaults established at this level apply only to that invoice line. For example, a vendor’s 1099 code defaults from the vendor definition level. If a particular invoice line requires a different 1099 code, the AP clerk can override the 1099 default at the invoice line level.

For example, your agency may have established payment terms of net 30 for a particular paying entity. These payment terms will default to all transactions associated with this paying entity unless overridden at a lower level. For example, a buyer may negotiate better payment terms with a specific vendor—for example, net 45. In this case, the buyer will override the net 30 default with net 45 on the appropriate PO screen (PO header or PO line). The net 45 will then default to all AP screens related to this PO.

The AP clerk can also override payment terms. For example, the vendor’s invoice may arrive with the more favorable payment terms of net 60. The AP clerk can override the net 45 default on the *Invoice Worksheet (IWS)* screen when entering the matching invoice. Remember that, when matching, the *IWS* screen is used to record additional information or change certain information entered on the PO.

Benefits of the Policy Hierarchy

Having a policy hierarchy provides many benefits to the state andagencies. Because information defaults to all related transactions, less information needs to be entered during data entry and, therefore, fewer mistakes will be made. More importantly, the policy hierarchy helps maintain consistent business processes. Other benefits of the policy hierarchy include:

- Your agency can automatically and consistently apply general business policies to all transactions.
- Your agency has access to statewide vendor and item files, which contain statewide policies and defaults.

NOTES

- The Accounts Payable department can control invoice processing options.
- Accounts Payable clerks can override policy when needed.
- Accounts Payable clerks save time because policy decisions are entered once.

Adding and Changing Vendors

Adding and Changing Vendors
Creating Control Groups
Processing Direct Invoices
Processing Matching Invoices
Processing Employee Transactions
Handling Special AP Processes
Maintaining AP Documents
Reviewing AP Information

Overview

In the NCAS, a vendor record must exist before documents can be entered. During the payment process, it may be necessary to add and change vendors. There are three types of vendors that may be added or modified:

- Trade vendors
- Employee vendors
- Non-trade vendors

Trade Vendors

Trade vendors are people and companies outside of your agency who provide goods and services to your agency.

Before entering a document in the NCAS, a trade vendor must exist in the Statewide Trade Vendor File. This file is established and maintained by the Office of the State Controller (OSC). In order to establish a trade vendor, the vendor's federal identification number or social security number must be known.

The following are Statewide Trade Vendor File characteristics:

- Acts as a master file that is shared by all agencies
- Contains essential information about vendors (such as a vendor's remit-to address)

After the OSC has added a vendor to the Statewide Trade Vendor File, it sends a Payment Verification Form to the vendor. The form asks the vendor to verify all information. If any information is incorrect or missing, the vendor is asked to correct or supply it. The OSC then makes any changes or additions to the file. This process ensures that all information in the Statewide Trade Vendor File is accurate and up-to-date.

NOTES

Three screens are used to request the addition of a trade vendor:

- The *Vendor Short Name Lookup (VSL)* screen is an inquiry screen that is used to search the Statewide Trade Vendor File for a specific vendor.
- The *Vendor Setup (VSU)* screen is a setup screen that is used to request the addition of a vendor to the Statewide Trade Vendor File.
- The *Remit to Vendor Setup (VRS)* screen is an inquiry screen that displays detailed information about the vendor's remit-to address. Your agency's accounts payable section will want to verify that this address is set up correctly in the system to ensure that vendor payments are being sent to the correct address.

Some things to consider when adding a trade vendor:

- Use the federal tax ID or the social security number as the vendor number.
- Do *not* use slashes ("/") in any field on the vendor screens. This can cause errors within the NCAS. Use the "%" sign to indicate "in care of".

The following walkthrough shows the process of requesting the OSC to add a vendor.

WALKTHROUGH: Requesting the Addition of a Trade Vendor

SCENARIO

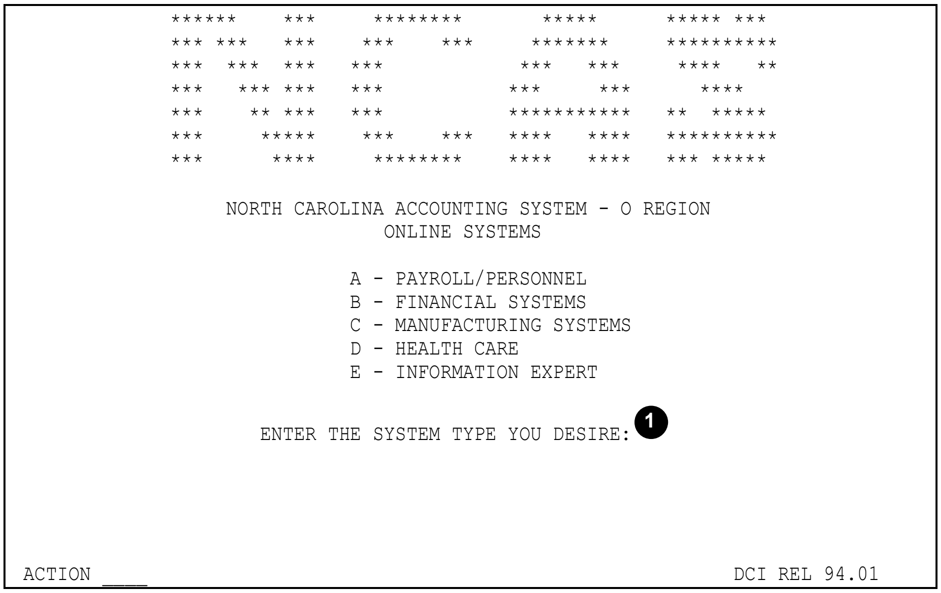
Your agency wants to do business with Tectonics, Inc. Tectonics' federal ID number is XX9876543. The contact person is Randy James. Tectonics' address and phone number are as follows:

148 Elm Street
Suite 1200
Charlotte, NC 27106-2618
Toll-Free: 800-755-9877
Local: 336-967-4531

Before entering any documents, check the Statewide Trade Vendor File to see if the vendor exists.

Remember, you learned how to log on to the system during the *NCAS Basics* (CBT) course.

NOTES



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             ******    ***     ********       *****      ***** ***
             *** ***   ***    ***    ***     *******     **********
             ***  ***  ***   ***            ***   ***     ****   **
             ***   *** ***   ***           ***     ***      ****
             ***    ** ***   ***           ***********   **  *****
             ***     *****    ***    ***   ****   ****   **********
             ***      ****     ********    ****   ****   *** *****

                  NORTH CAROLINA ACCOUNTING SYSTEM - O REGION
                                ONLINE SYSTEMS

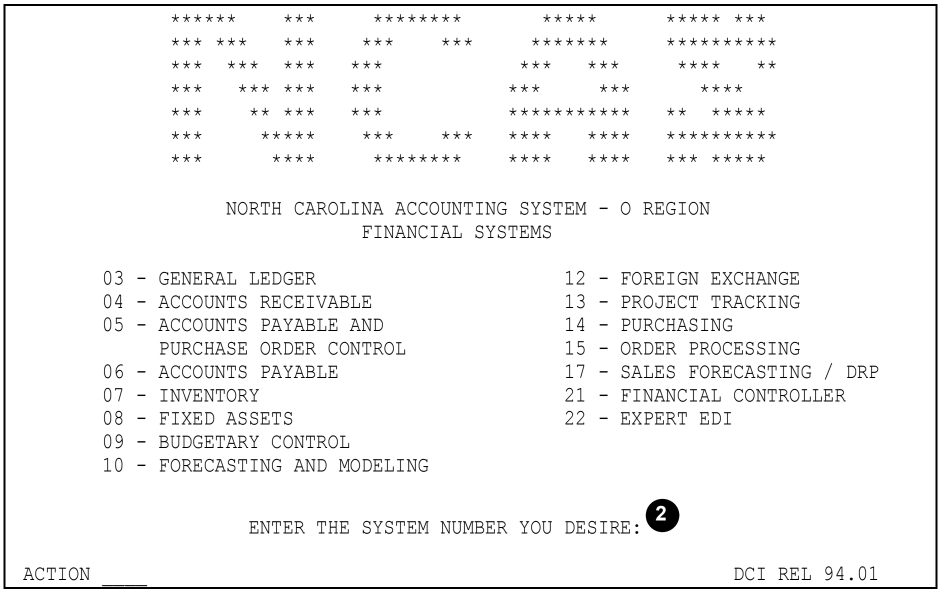
                             A - PAYROLL/PERSONNEL
                             B - FINANCIAL SYSTEMS
                             C - MANUFACTURING SYSTEMS
                             D - HEALTH CARE
                             E - INFORMATION EXPERT

                     ENTER THE SYSTEM TYPE YOU DESIRE: ①



 ACTION ____                                                   DCI REL 94.01
```

1. Access the NCAS and type **B** for Financial Systems in the ENTER THE SYSTEM TYPE YOU DESIRE field and press Enter.



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             ******    ***     ********       *****      ***** ***
             *** ***   ***    ***    ***     *******     **********
             ***  ***  ***   ***            ***   ***     ****   **
             ***   *** ***   ***           ***     ***      ****
             ***    ** ***   ***           ***********   **  *****
             ***     *****    ***    ***   ****   ****   **********
             ***      ****     ********    ****   ****   *** *****

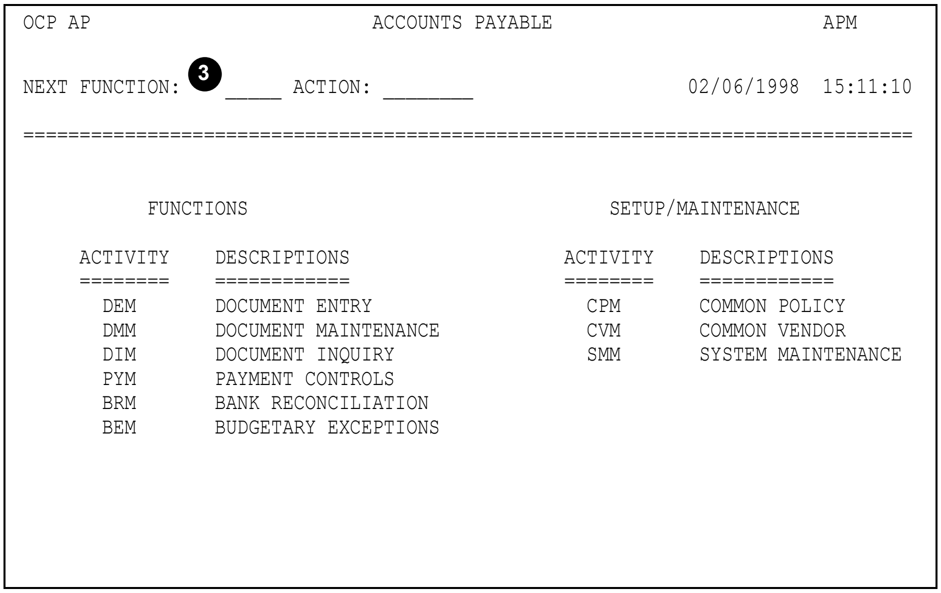
                  NORTH CAROLINA ACCOUNTING SYSTEM - O REGION
                              FINANCIAL SYSTEMS

       03 - GENERAL LEDGER                     12 - FOREIGN EXCHANGE
       04 - ACCOUNTS RECEIVABLE                13 - PROJECT TRACKING
       05 - ACCOUNTS PAYABLE AND               14 - PURCHASING
            PURCHASE ORDER CONTROL             15 - ORDER PROCESSING
       06 - ACCOUNTS PAYABLE                   17 - SALES FORECASTING / DRP
       07 - INVENTORY                          21 - FINANCIAL CONTROLLER
       08 - FIXED ASSETS                       22 - EXPERT EDI
       09 - BUDGETARY CONTROL
       10 - FORECASTING AND MODELING

                    ENTER THE SYSTEM NUMBER YOU DESIRE: ②
 ACTION ____                                                   DCI REL 94.01
```

2. Type **06** in the ENTER THE SYSTEM NUMBER YOU DESIRE field and press Enter to access the *Accounts Payable (APM)* screen.

NOTES



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OCP AP                        ACCOUNTS PAYABLE                        APM

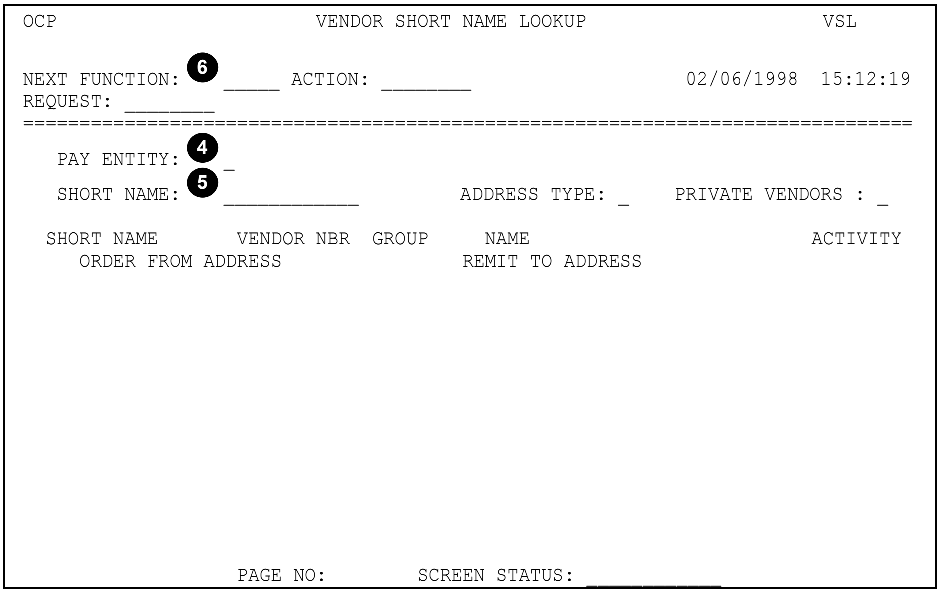
NEXT FUNCTION: _____ ACTION: ________                 02/06/1998  15:11:10

===============================================================================


           FUNCTIONS                               SETUP/MAINTENANCE

     ACTIVITY    DESCRIPTIONS                 ACTIVITY    DESCRIPTIONS
     ========    ============                 ========    ============
       DEM       DOCUMENT ENTRY                 CPM       COMMON POLICY
       DMM       DOCUMENT MAINTENANCE           CVM       COMMON VENDOR
       DIM       DOCUMENT INQUIRY               SMM       SYSTEM MAINTENANCE
       PYM       PAYMENT CONTROLS
       BRM       BANK RECONCILIATION
       BEM       BUDGETARY EXCEPTIONS
```

3. Type **VSL** in the NEXT FUNCTION field and press Enter to access the *Vendor Short Name Lookup (VSL)* screen.



```
OCP                       VENDOR SHORT NAME LOOKUP                     VSL

NEXT FUNCTION: _____ ACTION: ________                 02/06/1998  15:12:19
REQUEST: ________
===============================================================================
   PAY ENTITY: _
   SHORT NAME: ____________         ADDRESS TYPE: _    PRIVATE VENDORS : _

  SHORT NAME      VENDOR NBR  GROUP     NAME                        ACTIVITY
     ORDER FROM ADDRESS                REMIT TO ADDRESS










                    PAGE NO:        SCREEN STATUS: ____________
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4. Type your **trade paying entity (XXPT)** in the PAY ENTITY field.

5. Type **Tec@** in the SHORT NAME field and press Enter to view the *VSL* screen. The symbol “@” allows you to type part of a vendor name to access all vendors beginning with the letters “t-e-c.”

When the SCREEN STATUS field at the bottom of the screen says **MORE**, additional pages of information exist. Press Enter to scroll to the next page and access this information.

You can scroll up or down on the *VSL* screen. DOWN is the default direction. To scroll UP, type **UP** in the REQUEST field and press Enter. You are able to scroll up to ten pages at one time. For example, type **DOWN3** or **DN3** in the REQUEST field and press Enter to scroll down 3 pages. To return to the top of the list, type **TOP** or **T** in the REQUEST field and press Enter.

Note that Tectonics is not listed on the *VSL* screen.

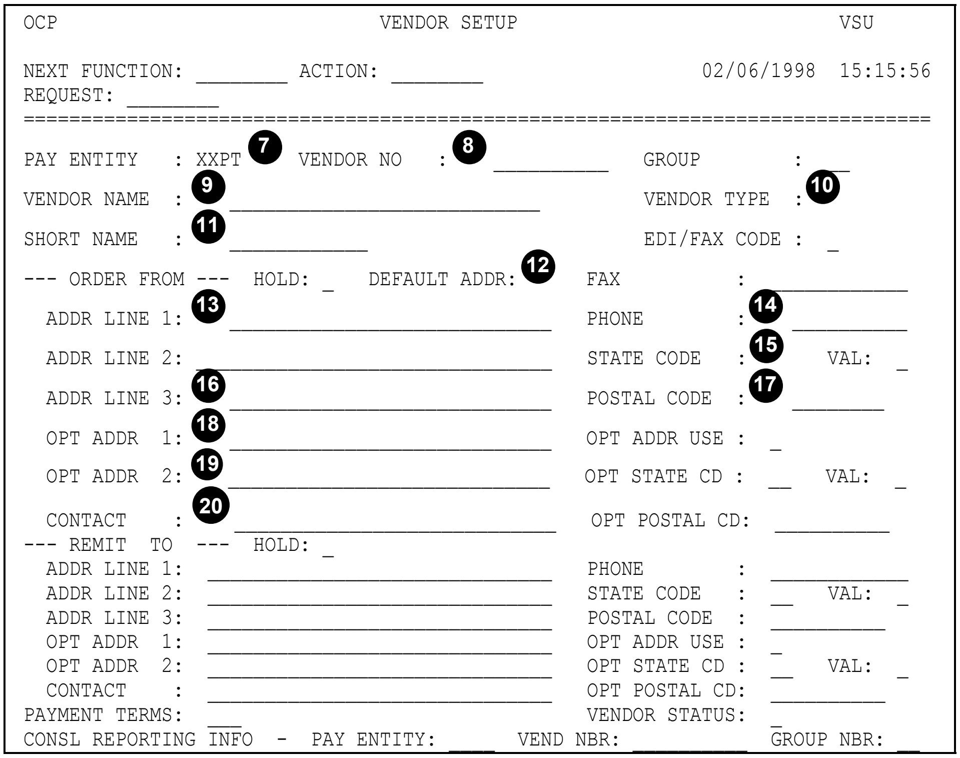
A maximum of 15 characters can be used in the SHORT NAME field. Do not type spaces or punctuation. Also, do not include “a,” “an,” or “the” in the short name. The system requires that you use abbreviations for the following words:

Full Name	**Short Name**
America/American	AMER
Association/Associated	ASSOC
International	INTL
National	NATL
North Carolina	NC
Northeast/Northeastern	NE
Northwest/Northwestern	NW
Southeast/Southeastern	SE
Southwest/Southwestern	SW
United States	US
University	UNIV

Additional abbreviations are listed on **QRG 1: NCAS Standard Vendor Short Name Abbreviations**.

6. Type **VSU** in the NEXT FUNCTION field and press Enter to access the *Vendor Setup (VSU)* screen and request the addition of Tectonics as a vendor.

NOTES



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OCP                          VENDOR SETUP                           VSU

NEXT FUNCTION: ________ ACTION: ________              02/06/1998  15:15:56
REQUEST: ________
==============================================================================
PAY ENTITY   : XXPT   VENDOR NO   : __________     GROUP        : __
VENDOR NAME  : ___________________________         VENDOR TYPE  :
SHORT NAME   : ____________                        EDI/FAX CODE : _
--- ORDER FROM ---  HOLD: _   DEFAULT ADDR:     FAX          : ____________
  ADDR LINE 1: ____________________________     PHONE        : __________
  ADDR LINE 2: ______________________________   STATE CODE   :    VAL:  _
  ADDR LINE 3: ____________________________     POSTAL CODE  : ________
  OPT ADDR  1: ____________________________     OPT ADDR USE :  _
  OPT ADDR  2: ____________________________     OPT STATE CD :  __   VAL:  _
  CONTACT    : ____________________________     OPT POSTAL CD:  __________
--- REMIT  TO  ---  HOLD: _
  ADDR LINE 1:  ______________________________  PHONE        :  ____________
  ADDR LINE 2:  ______________________________  STATE CODE   :  __    VAL:  _
  ADDR LINE 3:  ______________________________  POSTAL CODE  :  __________
  OPT ADDR  1:  ______________________________  OPT ADDR USE :  _
  OPT ADDR  2:  ______________________________  OPT STATE CD :  __    VAL:  _
  CONTACT    :  ______________________________  OPT POSTAL CD:  __________
PAYMENT TERMS:  ___                             VENDOR STATUS:  _
CONSL REPORTING INFO  -  PAY ENTITY: ____  VEND NBR: __________  GROUP NBR: __
```

7. Type **VADD** in the PAY ENTITY field. VADD is a temporary storage area. All new trade vendors are filed here until they are added to the Statewide Trade Vendor File.

8. Type **XX9876543** in the VENDOR NO field. Remember that the vendor number is the vendor's federal ID or social security number.

9. Type **tectonics inc** in the VENDOR NAME field. The name prints on the check exactly as it is typed here.

10. Type **M** in the VENDOR TYPE field to indicate that Tectonics is a *matching* vendor. In other words, a purchase order will be issued for most purchases.

> The default for the VENDOR TYPE field is **D** for *direct* vendor. If the vendor is a *matching* vendor, an **M** must be typed in the VENDOR TYPE field.

11. Type **your four-digit phone extension** plus **your first name** in the SHORT NAME field (e.g., 3314laura). This helps the OSC identify who entered the request.

🗀 If you know the vendor's fax number, enter it in the FAX field. This field is not required.

> If your phone number's first three digits are 733, type your four-digit extension only. If your phone number's first three digits are 715, type 5 followed by your phone extension (e.g., 54562mary).
>
> If your phone extension begins with any other combination, type additional identifying information in the OPT ADDR 1 or OPT ADDR 2 field. For example, you could type your entire phone number plus area code. Remember to include a note to indicate that this is your information and not the vendor's information.

12. Type **y** in the DEFAULT ADDR field. This allows the address typed in the *ORDER FROM* section to default to the *REMIT TO* section.

13. Type **148 Elm St Ste 1200** in the ADDR LINE 1 field of the ORDER FROM section.

    🗁 If your vendor is a *direct* vendor, you will enter this information in the REMIT TO section.

    🗁 Use standard postal abbreviations wherever appropriate.

14. Type **800-755-9877** in the PHONE field. If there is a toll-free number, it should always be entered in the PHONE field.

15. Type **NC** in the STATE CODE field.

16. Type **Charlotte** in the ADDR LINE 3 field.

    🗁 Always type the city in the ADDR LINE 3 field, even if it means that you have to leave the ADDR LINE 2 field blank. Only ADDR LINE 1 and ADDR LINE 3 fields print on the purchase order and check.

> Do not use slashes ("/") anywhere in your vendor request. This could cause the vendor record to be corrupted and unusable. To denote "in care of", use the % sign. For telephone numbers, use dashes. If you have any questions regarding the establishment of a vendor request, please call the NCAS Support Services at 919-875-HELP (4357).

17. Type **27106-2618** in the POSTAL CODE field.

    🗁 The nine-digit zip code is required.

> Complete zip code numbers can be located on the United States Postal Services' web site: http://www.usps.gov/ncsc/

18. Type **phone #: 336-967-4531** in the OPT ADDR 1 field. The OPT ADDR fields are used to enter other information about a vendor, such as a second phone number.

NOTES

The code that you enter in the OPT ADDR USE field instructs the NCAS to print certain address lines. You can type one of the following two codes:

1 Prints selected address lines:
opt addr 1
opt addr 2

2 Prints all address lines:
addr line 1
addr line 2
opt addr 1
opt addr 2
addr line 3

19. Type **your name, full phone number, and agency-division** in the OPT ADDR 2 field.

    Example: Req: Jane – 828-358-3546 @ DOJ-JA

20. Type **Randy James** in the CONTACT field.

21. Press Enter. The following message will appear on your screen: **VENDOR HAS BEEN ADDED TO THE SYSTEM. HIT ENTER!!!**

22. Press Enter to send your request to the OSC.

You have now requested that the OSC add a vendor to the Statewide Trade Vendor File. The OSC will act on your request as soon as possible.

The NCAS allows you to request changes to vendors before they have been added to the Statewide Trade Vendor File.

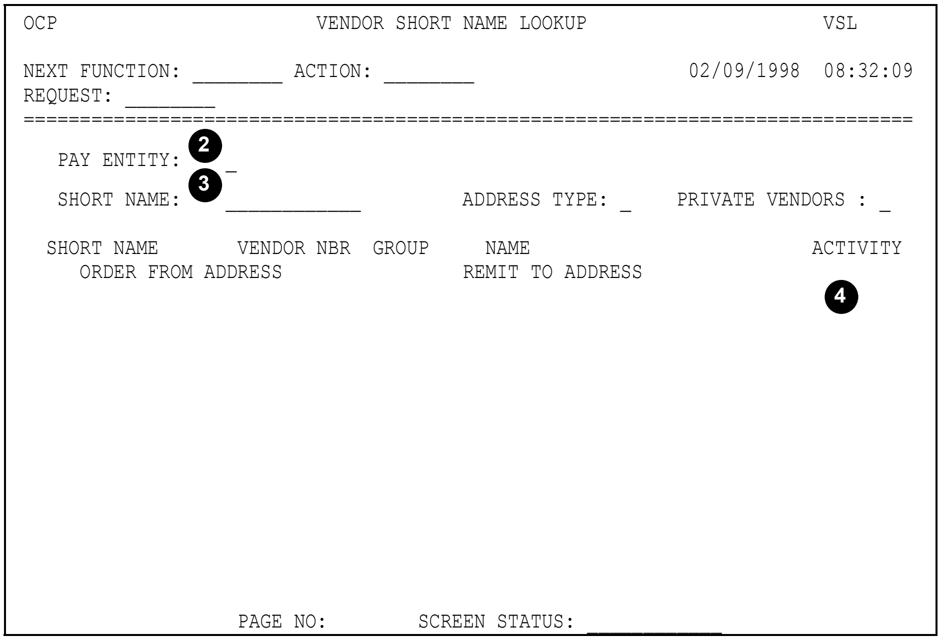
WALKTHROUGH: Requesting the Change of a Trade Vendor *Before* It Has Been Added

SCENARIO

You entered all information for Tectonics correctly on the *VSU* screen, with the exception of the city. Instead of typing Greensboro, NC, you typed Charlotte, NC. Before requesting the change, you need to check the Statewide Trade Vendor File to determine whether the OSC has added this vendor.

1. Type **VSL** in the NEXT FUNCTION field and press Enter to access the *Vendor Short Name Lookup (VSL)* screen.

NOTES



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OCP                       VENDOR SHORT NAME LOOKUP                     VSL

NEXT FUNCTION: ________ ACTION: ________               02/09/1998  08:32:09
REQUEST: ________
===============================================================================

   PAY ENTITY:    _
   SHORT NAME:    ____________         ADDRESS TYPE: _    PRIVATE VENDORS : _

  SHORT NAME       VENDOR NBR  GROUP     NAME                          ACTIVITY
     ORDER FROM ADDRESS                 REMIT TO ADDRESS














                    PAGE NO:        SCREEN STATUS: ____________
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2. Type **VADD** in the PAY ENTITY field.

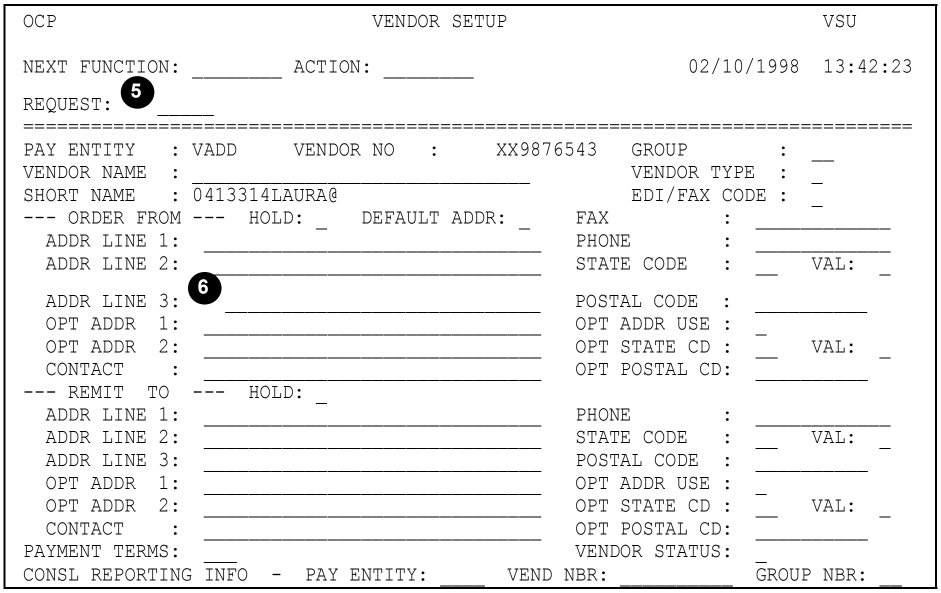
3. Type **the Julian date of your request**, **your four-digit phone extension**, **your first name**, and "**@**" in the SHORT NAME field (e.g., 2543314laura@). Press Enter to display the vendors you have requested to be added.

   The Julian date tracks the number of days that have passed in a calendar year. For example, the date January 3 has a Julian date of 003. The date December 31 has a Julian date of 365. Be sure to use three digits when entering the Julian date.

4. Type **VSU** in the ACTIVITY field of Tectonics and press Enter to access the *Vendor Setup* (*VSU)* screen.

Note that the paying entity and vendor number for Tectonics will default to the *VSU* screen.

NOTES



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OCP                            VENDOR SETUP                            VSU

NEXT FUNCTION: ________ ACTION: ________                02/10/1998  13:42:23
REQUEST:    _____
==============================================================================
PAY ENTITY    : VADD     VENDOR NO   :     XX9876543   GROUP        :  __
VENDOR NAME   : ______________________________         VENDOR TYPE  :  _
SHORT NAME    : 0413314LAURA@                          EDI/FAX CODE :  _
--- ORDER FROM ---  HOLD: _   DEFAULT ADDR: _    FAX          :  ____________
  ADDR LINE 1:  ______________________________   PHONE        :  ____________
  ADDR LINE 2:  ______________________________   STATE CODE   :  __    VAL:  _
  ADDR LINE 3:    ____________________________   POSTAL CODE  :  __________
  OPT ADDR  1:  ______________________________   OPT ADDR USE :  _
  OPT ADDR  2:  ______________________________   OPT STATE CD :  __    VAL:  _
  CONTACT    :  ______________________________   OPT POSTAL CD:  __________
--- REMIT  TO  ---  HOLD: _
  ADDR LINE 1:  ______________________________   PHONE        :  ____________
  ADDR LINE 2:  ______________________________   STATE CODE   :  __    VAL:  _
  ADDR LINE 3:  ______________________________   POSTAL CODE  :  __________
  OPT ADDR  1:  ______________________________   OPT ADDR USE :  _
  OPT ADDR  2:  ______________________________   OPT STATE CD :  __    VAL:  _
  CONTACT    :  ______________________________   OPT POSTAL CD:  __________
PAYMENT TERMS:  ___                              VENDOR STATUS:  _
CONSL REPORTING INFO  -  PAY ENTITY: ____  VEND NBR: __________  GROUP NBR: __
```

5. Type **C** in the REQUEST field and press Enter to indicate you are *changing* information about Tectonics.

6. Type **Greensboro** over Charlotte in the ADDR LINE 3 field in the ORDER FROM section.

7. Press Enter to complete the change request.

You have now corrected the information for Tectonics. When the OSC adds Tectonics to the Statewide Trade Vendor File, the correct address will also be added.

You can also make changes to vendors already existing in the Statewide Trade Vendor File.

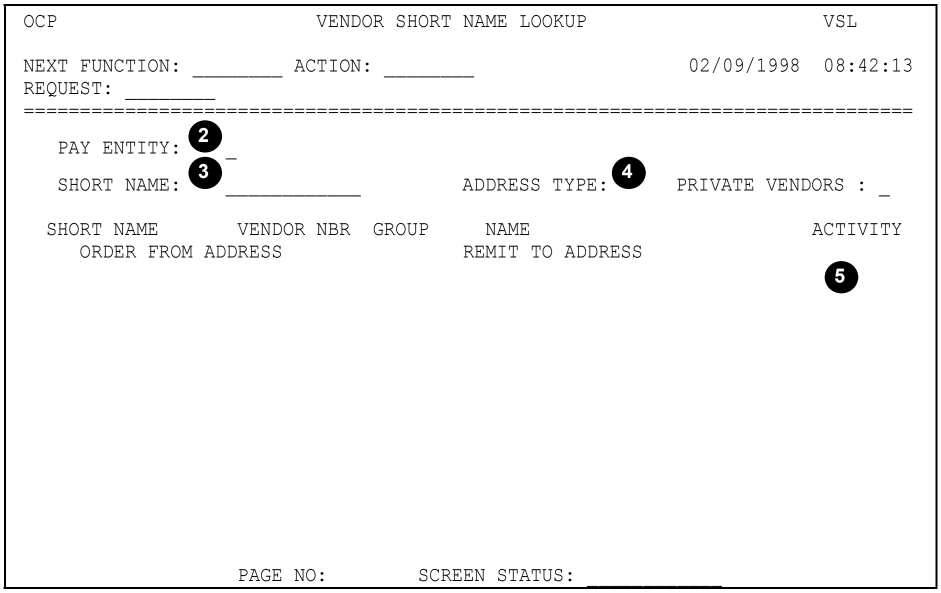
WALKTHROUGH: Requesting the Change of a Vendor *After* It Has Been Added

SCENARIO

H. M. Smith Company, Inc. has a new contact person, Janie McDowell. You need to request the OSC to enter the change. The company's federal ID number is XX0000004.

1. Type **VSL** in the NEXT FUNCTION field and press Enter to access the *Vendor Short Name Lookup (VSL)* screen.

NOTES



```
OCP                        VENDOR SHORT NAME LOOKUP                     VSL

NEXT FUNCTION: ________ ACTION: ________                 02/09/1998  08:42:13
REQUEST: ________
===============================================================================
   PAY ENTITY:   _
   SHORT NAME:   ____________          ADDRESS TYPE:     PRIVATE VENDORS : _

  SHORT NAME       VENDOR NBR  GROUP     NAME                           ACTIVITY
     ORDER FROM ADDRESS                REMIT TO ADDRESS










                   PAGE NO:        SCREEN STATUS: ____________
```

2. Type **your trade paying entity (XXPT)** in the PAY ENTITY field.

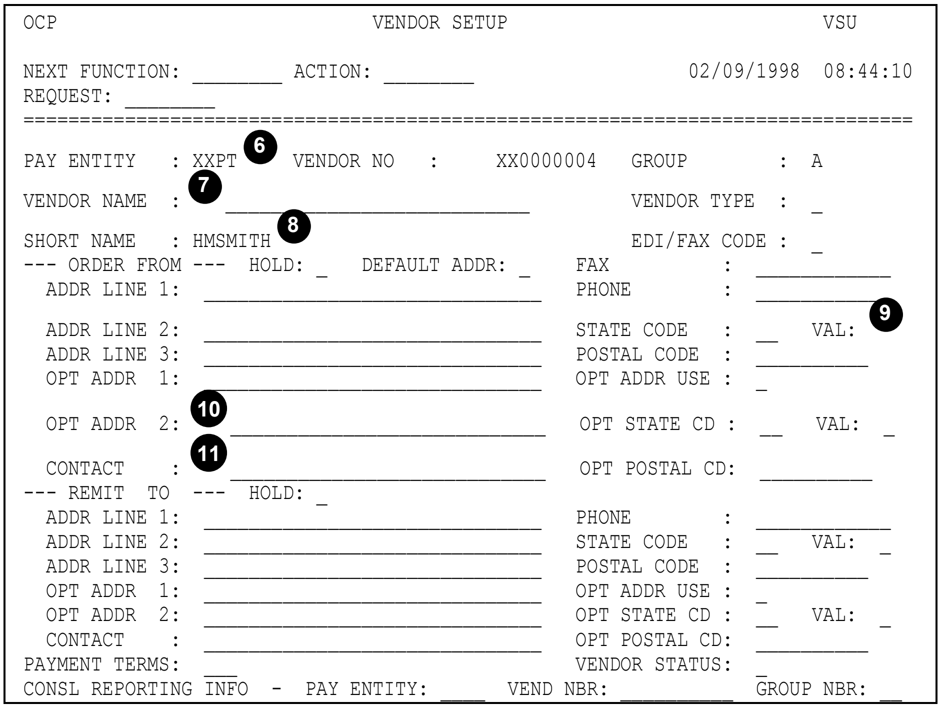
3. Type **HMSMITH@** in the SHORT NAME field and press Enter. Do not type spaces in the short name.

4. Type **B** in the ADDRESS TYPE field and press Enter to display *both* the order-from and remit-to addresses.

> If you want to display *either* the order-from *or* the remit-to address, use the following codes in the ADDRESS TYPE field:
>
> | | |
> |---|---|
> | **O** | *Order-from* address |
> | **R** | *Remit-to* address |

5. Type **VSU** in the ACTIVITY column next to HM Smith Company Inc (XX0000004) and press Enter to access the *Vendor Setup (VSU)* screen.

NOTES



```
OCP                              VENDOR SETUP                                 VSU

NEXT FUNCTION: ________ ACTION: ________                 02/09/1998  08:44:10
REQUEST: ________
==============================================================================
PAY ENTITY   : XXPT    VENDOR NO   :     XX0000004   GROUP        :  A
VENDOR NAME  :    ___________________________         VENDOR TYPE  :  _
SHORT NAME   : HMSMITH                               EDI/FAX CODE :  _
--- ORDER FROM ---  HOLD: _   DEFAULT ADDR: _    FAX          :  ____________
  ADDR LINE 1:  ______________________________   PHONE        :  ____________
  ADDR LINE 2:  ______________________________   STATE CODE   :  __    VAL:
  ADDR LINE 3:  ______________________________   POSTAL CODE  :  __________
  OPT ADDR  1:  ______________________________   OPT ADDR USE :  _
  OPT ADDR  2:    ____________________________    OPT STATE CD :  __   VAL:  _
  CONTACT    :    ____________________________    OPT POSTAL CD:  __________
--- REMIT  TO  ---  HOLD: _
  ADDR LINE 1:  ______________________________   PHONE        :  ____________
  ADDR LINE 2:  ______________________________   STATE CODE   :  __    VAL:  _
  ADDR LINE 3:  ______________________________   POSTAL CODE  :  __________
  OPT ADDR  1:  ______________________________   OPT ADDR USE :  _
  OPT ADDR  2:  ______________________________   OPT STATE CD :  __    VAL:  _
  CONTACT    :  ______________________________   OPT POSTAL CD:  __________
PAYMENT TERMS:  ___                              VENDOR STATUS:  _
CONSL REPORTING INFO  -  PAY ENTITY: ____   VEND NBR: __________   GROUP NBR: __
```

6. Type **CHGE** over your paying entity in the PAY ENTITY field to indicate a *change* to the file.

7. Type **H M Smith Company Inc** in the VENDOR NAME field.

8. Type **your four-digit telephone extension** and **your first name** in the SHORT NAME field. Delete any remaining characters.

9. Type **N** in the VAL field to disable state code validation.

10. Type **your full name, full phone number, and agency-division** in the OPT ADDR 2 field. (ie, *Req: James – 828-358-3546 @ DOJ-JA)*

11. Type **Janie McDowell** in the CONTACT field in the ORDER FROM section and press Enter.

12. The system displays the following message: **VENDOR HAS BEEN ADDED TO THE SYSTEM, HIT ENTER!!**

13. Press Enter to complete the change request.

You have now requested that the OSC change the contact person for H. M. Smith Company, Inc.

If you are changing the address, company name, or federal tax ID number and vendor group #, you will need to fax supporting documentation to NCAS Support Services at 919-981-5561 before the change will be processed.

Employee Vendors

An **employee vendor** is an employee to whom your agency pays expense reimbursements or travel advances. Each agency is responsible for establishing and maintaining employee vendors. The OSC requires that the employee's social security number be used as the vendor number.

Employee vendors are established under the following paying entity:

XXPE

XX = agency identification number

PE = employee payable

Short names for employee vendors should be set up on the *Vendor Setup* (*VSU)* screen with the last name first (e.g., Smithjohn). Remember that spaces and punctuation are *not* typed in the SHORT NAME field.

After keying in the employee information on the *VSU* screen, the federal tax ID number needs to be entered on the *Vendor Payable Information (VPN)* screen. The FEDERAL TAX ID field must be completed on the *VPN* screen to avoid inadvertent backup tax withholding.

WALKTHROUGH: Adding an Employee Vendor

SCENARIO

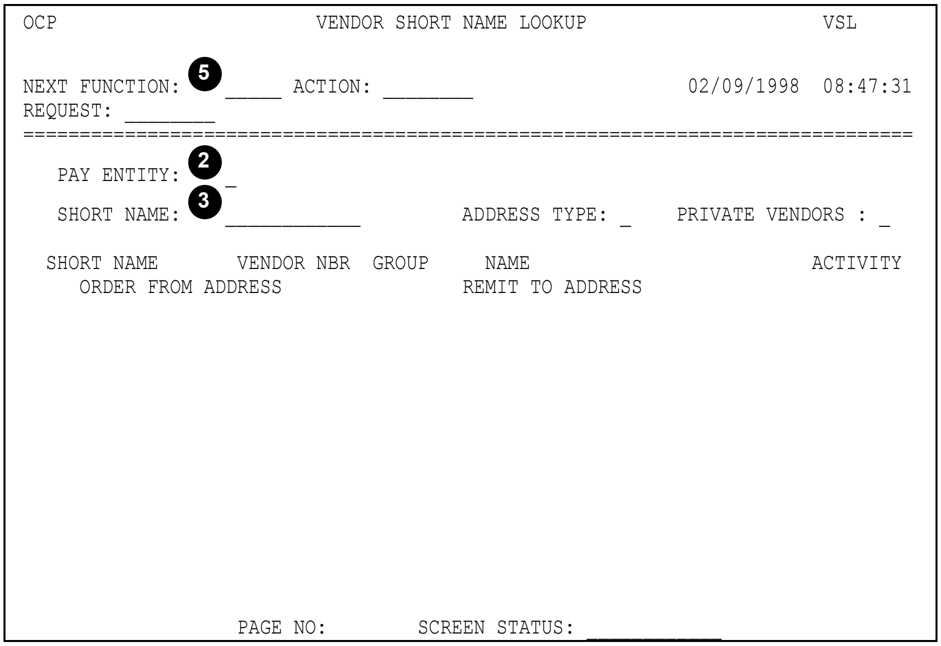
Michael Miller will be traveling and receiving expense checks. He needs to be entered into the system as an employee vendor. His social security number is 543-34-2301. His address and phone number are:

180 West State Street
Charlotte, NC 28128-4857
Phone: 704-983-0002

Before entering a travel advance or employee reimbursement, check the employee vendor file to see if the vendor exists.

1. Type **VSL** in the NEXT FUNCTION field and press Enter to access the *Vendor Short Name Lookup (VSL)* screen.

NOTES



```
OCP                        VENDOR SHORT NAME LOOKUP                     VSL

NEXT FUNCTION:    _____ ACTION: ________                   02/09/1998  08:47:31
REQUEST: ________
===============================================================================
   PAY ENTITY:    _
   SHORT NAME:    ____________        ADDRESS TYPE: _    PRIVATE VENDORS : _

  SHORT NAME       VENDOR NBR  GROUP     NAME                          ACTIVITY
     ORDER FROM ADDRESS                 REMIT TO ADDRESS










                   PAGE NO:        SCREEN STATUS: ____________
```

2. Type **your *employee* paying entity (XXPE)** in the PAY ENTITY field.

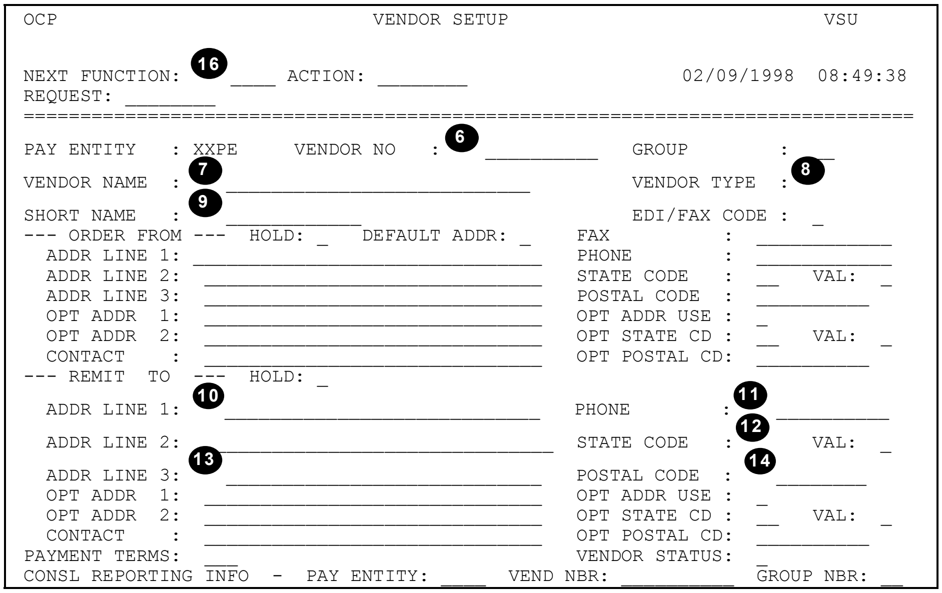
3. Type **mill@** in the SHORT NAME field and press Enter to view the *VSL* screen. The symbol “@” allows you to type part of an employee’s name to access all employees beginning with the letters “m-i-l-l.”

4. Scroll down the list to find the employee’s name.

   Note that Michael Miller’s name is not listed.

5. Type **VSU** in the NEXT FUNCTION field and press Enter to access the *Vendor Setup (VSU)* screen and add Michael Miller as a vendor.

NOTES



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OCP                            VENDOR SETUP                              VSU

NEXT FUNCTION: ____ ACTION: ________                  02/09/1998  08:49:38
REQUEST: ________
===============================================================================
PAY ENTITY   : XXPE     VENDOR NO   : __________     GROUP        : __
VENDOR NAME  : ___________________________           VENDOR TYPE  : _
SHORT NAME   : ____________                          EDI/FAX CODE : _
--- ORDER FROM ---  HOLD: _   DEFAULT ADDR: _    FAX          :  ____________
  ADDR LINE 1: ______________________________    PHONE        :  ____________
  ADDR LINE 2:  ______________________________   STATE CODE   :  __    VAL:  _
  ADDR LINE 3:  ______________________________   POSTAL CODE  :  __________
  OPT ADDR  1:  ______________________________   OPT ADDR USE :  _
  OPT ADDR  2:  ______________________________   OPT STATE CD :  __    VAL:  _
  CONTACT    :  ______________________________   OPT POSTAL CD:  __________
--- REMIT  TO  ---  HOLD: _
  ADDR LINE 1:   ____________________________    PHONE        :  __________
  ADDR LINE 2: ______________________________    STATE CODE   :  __    VAL:  _
  ADDR LINE 3:   ____________________________    POSTAL CODE  :  ________
  OPT ADDR  1:  ______________________________   OPT ADDR USE :  _
  OPT ADDR  2:  ______________________________   OPT STATE CD :  __    VAL:  _
  CONTACT    :  ______________________________   OPT POSTAL CD:  __________
PAYMENT TERMS:  ___                              VENDOR STATUS:  _
CONSL REPORTING INFO  -  PAY ENTITY: ____   VEND NBR: __________  GROUP NBR: __
```

6. Type **543342301** in the VENDOR NO field.

7. Type **Michael Miller** in the VENDOR NAME field.

8. Type **E** in the VENDOR TYPE field to indicate that this is an *employee* vendor.

9. Type **millermichael** in the SHORT NAME field.

   For trade vendor files, you type your telephone number and name in the SHORT NAME field to allow the OSC to identify the requester. Because employee vendor files are not sent to the OSC, you must type a name in the SHORT NAME field that can be used to search for and retrieve the employee vendor file.

10. Type **180 W State St** in the ADDR LINE 1 field of the REMIT TO section.

11. Type **704-983-0002** in the PHONE field.

12. Type **NC** in the STATE CODE field.

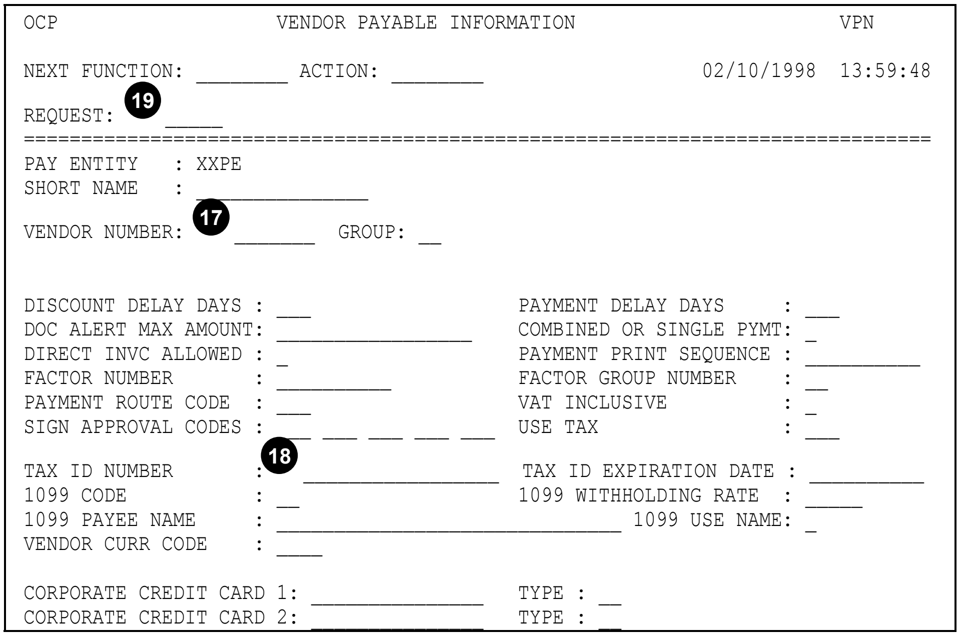
13. Type **Charlotte** in the ADDR LINE 3 field.

14. Type **28128-4857** in the POSTAL CODE field.

15. Press Enter to complete the entry.

16. Type **VPN** in the NEXT FUNCTION field and press Enter to access the *Vendor Payable Information (VPN)* screen.

NOTES



```
OCP                   VENDOR PAYABLE INFORMATION                      VPN

NEXT FUNCTION: ________ ACTION: ________                 02/10/1998  13:59:48

REQUEST:     _____
================================================================================
PAY ENTITY   : XXPE
SHORT NAME   : _______________

VENDOR NUMBER:     _______   GROUP: __


DISCOUNT DELAY DAYS : ___                 PAYMENT DELAY DAYS     : ___
DOC ALERT MAX AMOUNT: _________________   COMBINED OR SINGLE PYMT: _
DIRECT INVC ALLOWED : _                   PAYMENT PRINT SEQUENCE : __________
FACTOR NUMBER       : __________          FACTOR GROUP NUMBER    : __
PAYMENT ROUTE CODE  : ___                 VAT INCLUSIVE          : _
SIGN APPROVAL CODES : ___ ___ ___ ___ ___ USE TAX                : ___

TAX ID NUMBER       :   _________________  TAX ID EXPIRATION DATE : __________
1099 CODE           : __                  1099 WITHHOLDING RATE  : _____
1099 PAYEE NAME     : ______________________________ 1099 USE NAME: _
VENDOR CURR CODE    : ____

CORPORATE CREDIT CARD 1: _______________  TYPE : __
CORPORATE CREDIT CARD 2: _______________  TYPE : __
```

17. Type **543342301** in the VENDOR NUMBER field. (Do NOT press enter here.)

18. Type **543342301** in the TAX ID NUMBER field and press Enter to complete adding the vendor. The message **218 – PLEASE ENTER DESIRED REQUEST** is displayed on your screen.

You have now added an employee vendor to your agency's employee vendor file.

19. Type **G** in the REQUEST field and press Enter to verify that the tax ID number has been entered correctly.

> The *Vendor Setup* (*VSU)* screen may display the following message when you are trying to add a vendor: **VENDOR ALREADY EXISTS**. If this happens, type **G** in the REQUEST field and press Enter. The vendor information will then appear on the *VSU* screen.

To change the file for an existing employee vendor, perform the following steps:

1. Type **VSU** in the NEXT FUNCTION field and press Enter to access the *Vendor Setup (VSU)* screen.
2. Type **C** in the REQUEST field.
3. Type **the paying entity (XXPE)** in the PAY ENTITY field.
4. Type **the employee's short name** in the SHORT NAME field and press Enter. (You can also type the first four letters of the employee's last name followed by the @ symbol in the SHORT NAME field or type the employee's social security number in the VENDOR NO field.)
5. Type **your changes** and erase any extra characters.
6. Press Enter to make the change.

Non-Trade Vendors

Non-trade vendors are vendors to whom payments are made for transactions other than purchased goods and services. Your agency may need to pay vendors for non-trade transactions. Each agency decides what is classified as a non-trade transaction. For example, some agencies classify scholarships as non-trade transactions.

A non-trade transaction is handled in a non-trade paying entity. Unlike trade vendors, non-trade vendors are not shared with other agencies.

The OSC requires that the vendor's federal ID number or social security number be used as the vendor number.

Short names for non-trade vendors should be set up on the *Vendor Setup (VSU)* screen. You should set up vendors who are individuals with the last name first (e.g., Smithjohn). Remember that spaces and punctuation are *not* typed in the SHORT NAME field.

Adding a non-trade vendor requires entries on three screens:

- The *Vendor Setup (VSU)* screen is used to set up the vendor's name, short name, address, and telephone information.
- The *Vendor General Information (VGN)* screen is used to indicate the remit-to county information, as well as indicate special characteristics of the vendor (e.g., woman-owned, minority, non-profit, etc.) that are reported statewide.
- The *Vendor Payable Information (VPN)* screen is used to set up 1099 and backup withholding information. The FEDERAL TAX ID field must be completed on this screen to avoid inadvertent backup withholding.

NOTES

If an individual or company is doing business under another name, you will want to enter both names into the NCAS. On the *VSU* screen, enter the name that should appear on the checks in the VENDOR NAME field. On the *VPN* screen, enter the other vendor name in the 1099 PAYEE NAME field. This will ensure that any applicable reporting is done with the correct name.

For example, you want to add vendor XYZ, Inc. DBA (doing business as) ABC Company. On the *VSU* screen, type **ABC Company** in the VENDOR NAME field and on the *VPN* screen, type **XYZ, Inc.** in the 1099 PAYEE NAME field.

You cannot delete a non-trade vendor. You can inactivate a non-trade vendor so that this vendor can no longer be used. To inactivate a vendor, type an **I** in the VENDOR STATUS field on the *VSU* screen.

WALKTHROUGH: Adding a Non-Trade Vendor

SCENARIO

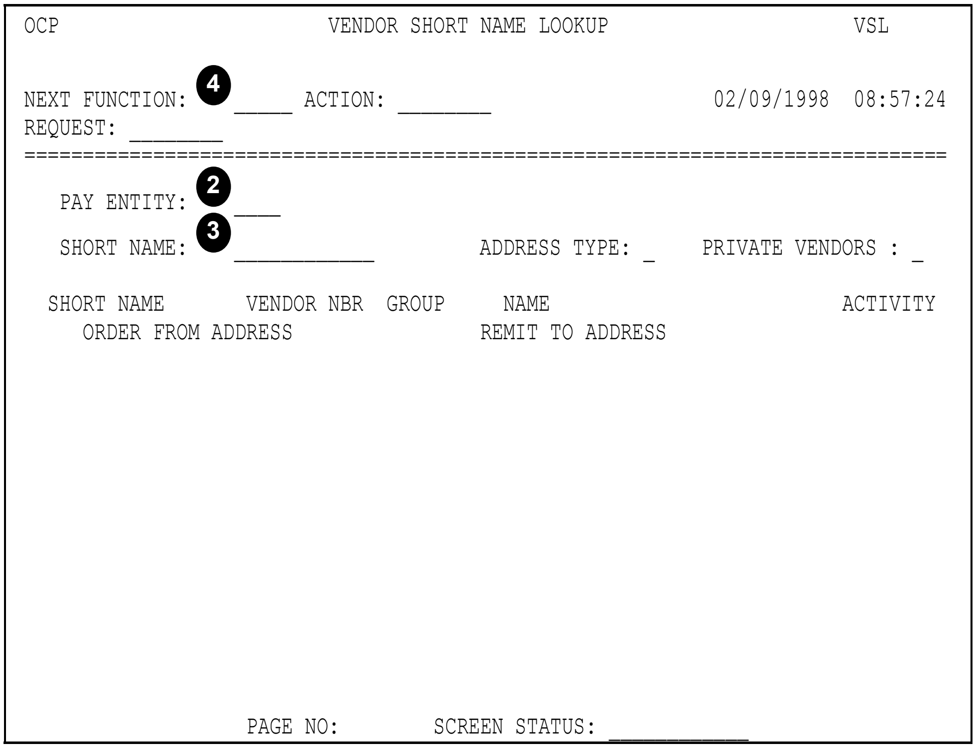
You need to add Jill Martin to your non-trade paying entity. Ms. Martin lives in Wake County. Her remit-to address and phone number are:

190 Basswood Road
Cary, North Carolina 27513-6235
Phone: 919-380-9995

Her social security number is 876-09-8752. The payment terms for this vendor are NET.

1. Type **VSL** in the NEXT FUNCTION field and press Enter to access the *Vendor Short Name Lookup (VSL)* screen.

NOTES



```
OCP                        VENDOR SHORT NAME LOOKUP                      VSL

NEXT FUNCTION:  _____ ACTION: ________                    02/09/1998  08:57:24
REQUEST: ________
===============================================================================
   PAY ENTITY:  ____
   SHORT NAME:  ____________         ADDRESS TYPE: _    PRIVATE VENDORS : _

  SHORT NAME       VENDOR NBR  GROUP     NAME                            ACTIVITY
     ORDER FROM ADDRESS                 REMIT TO ADDRESS










                   PAGE NO:        SCREEN STATUS: ____________
```

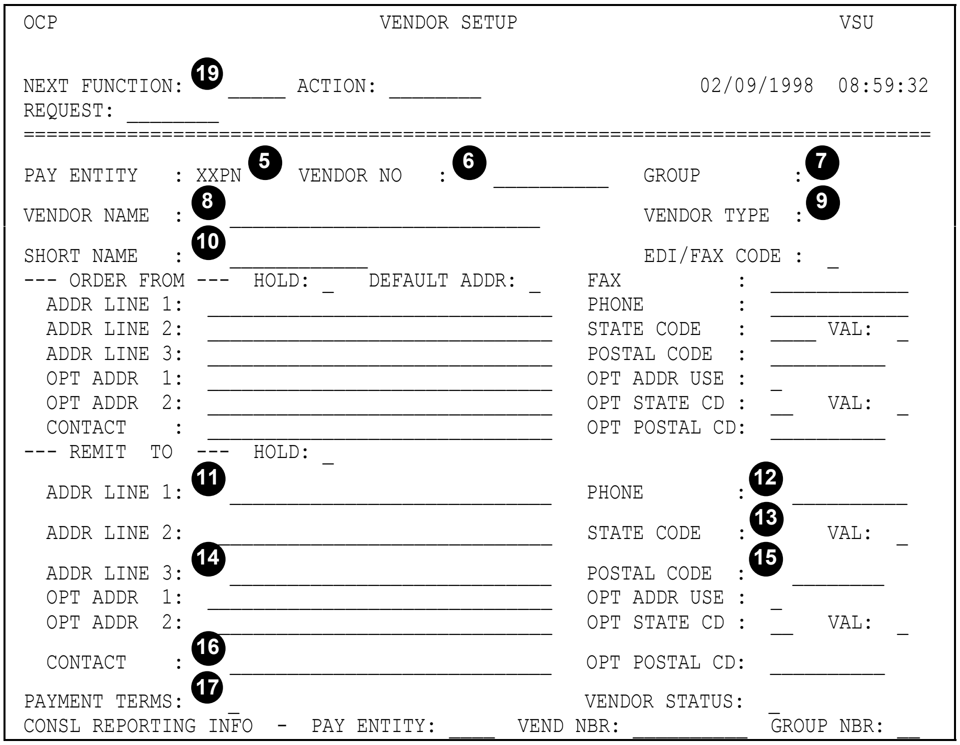
2. Type **your non-trade paying entity (XXPN)** in the PAY ENTITY field.

3. Type **martin@** in the SHORT NAME field and press Enter to view the *VSL* screen. The symbol “@” allows you to type part of a vendor name to access all vendors beginning with the letters “martin.”

   Note that Jill Martin is not listed on the *VSL* screen.

4. Type **VSU** in the NEXT FUNCTION field and press Enter to access the *Vendor Setup (VSU)* screen and request the addition of Jill Martin as a vendor.

NOTES



```
OCP                              VENDOR SETUP                              VSU


NEXT FUNCTION:  _____ ACTION: ________                      02/09/1998  08:59:32
REQUEST: ________
================================================================================
PAY ENTITY   : XXPN   VENDOR NO   :   __________      GROUP       :

VENDOR NAME  :   ___________________________          VENDOR TYPE :

SHORT NAME   :   ____________                         EDI/FAX CODE :  _
--- ORDER FROM ---  HOLD: _   DEFAULT ADDR: _     FAX          :  ____________
  ADDR LINE 1:  ______________________________    PHONE        :  ____________
  ADDR LINE 2:  ______________________________    STATE CODE   :  ____ VAL:  _
  ADDR LINE 3:  ______________________________    POSTAL CODE  :  __________
  OPT ADDR  1:  ______________________________    OPT ADDR USE :  _
  OPT ADDR  2:  ______________________________    OPT STATE CD :  __   VAL:  _
  CONTACT    :  ______________________________    OPT POSTAL CD:  __________
--- REMIT  TO  ---  HOLD: _

  ADDR LINE 1:    ____________________________    PHONE        :   __________

  ADDR LINE 2:  ______________________________    STATE CODE   :       VAL:  _

  ADDR LINE 3:    ____________________________    POSTAL CODE  :   ________
  OPT ADDR  1:  ______________________________    OPT ADDR USE :  _
  OPT ADDR  2:  ______________________________    OPT STATE CD :  __   VAL:  _

  CONTACT    :    ____________________________    OPT POSTAL CD:  __________

PAYMENT TERMS:   _                                VENDOR STATUS:  _
CONSL REPORTING INFO  -  PAY ENTITY: ____  VEND NBR: __________  GROUP NBR: __
```

5. Type **the non-trade paying entity (XXPN)** in the PAY ENTITY field. Your agency and the OSC will determine your agency's non-trade paying entity. For purposes of this course, we will use XXPN as the non-trade paying entity.

6. Type **876098752** in the VENDOR NO field.

7. Type **A** in the GROUP field. The letter indicates the vendor's location.

8. Type **Jill Martin** in the VENDOR NAME field.

9. Type **D** in the VENDOR TYPE field to indicate that Ms. Martin is a *direct* vendor.

10. Type **martinjill** in the SHORT NAME field.

🗀 Because non-trade vendors are not added by the OSC, use a name in the SHORT NAME field that can be used to search for and retrieve this non-trade vendor.

11. Type **190 Basswood Rd** in the ADDR LINE 1 field of the REMIT TO section.

12. Type **919-380-9995** in the PHONE field.

13. Type **NC** in the STATE CODE field.

14. Type **Cary** in the ADDR LINE 3 field.

15. Type **27513-6235** in the POSTAL CODE field.

NOTES

> Always include the additional four digits in the zip code. Complete zip code numbers can be located on the United States Postal Services' web site: http://www.usps.gov/ncsc/

16. Type **Jill Martin** in the CONTACT field.

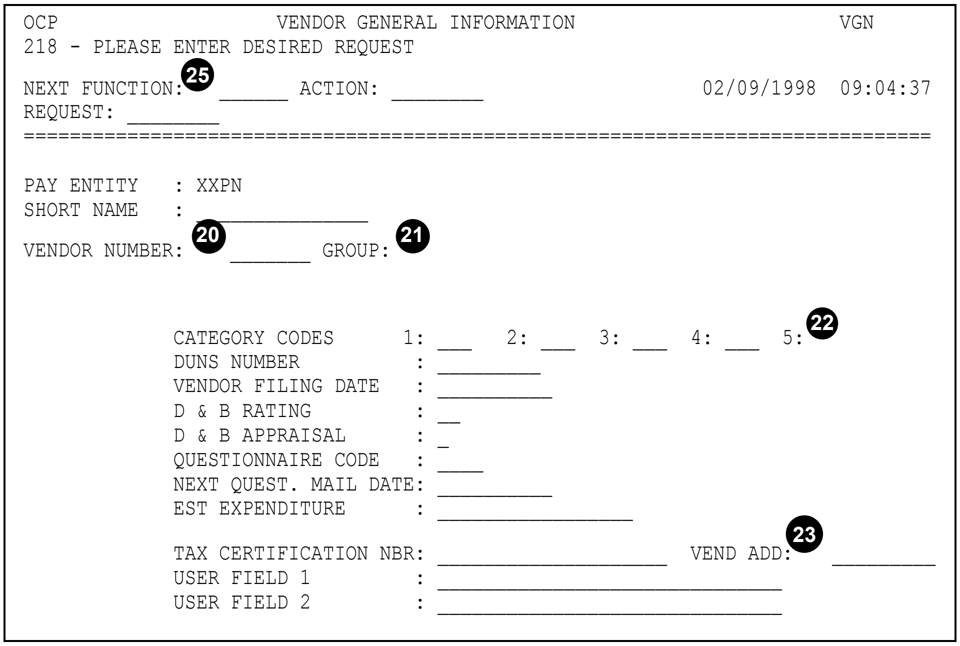
17. Type **net** in the PAYMENT TERMS field.

18. Press Enter to add this vendor to your non-trade paying entity and to clear the screen.

> Agencies may be required to report expenditures with vendors by county. If you know the city, you can identify the county code using **QRG 2**: **Post Offices and Incorporated Cities or Towns (GEN 562).**. If you know the county, you can find the corresponding code on the *Description Table* (*DTL)* screen.
>
> On the *DTL* screen, the county code is shown as a three-digit code. If the vendor is out of state, type **999** in CATEGORY CODES 5 field on the *VGN* screen. The county code is entered as a three-digit code on the *VGN* screen but on all other screens in the NCAS, it is entered as a two-digit code.
>
> Once you have located the appropriate code, access the *Vendor General Information* (*VGN)* screen to add the code.

19. Type **VGN** in the NEXT FUNCTION field and press Enter to access the *Vendor General Information (VGN)* screen.

NOTES



```
OCP                   VENDOR GENERAL INFORMATION                       VGN
218 - PLEASE ENTER DESIRED REQUEST
NEXT FUNCTION: ______ ACTION: ________                  02/09/1998  09:04:37
REQUEST: ________
===============================================================================

PAY ENTITY   : XXPN
SHORT NAME   : _______________
VENDOR NUMBER:  _______ GROUP:


             CATEGORY CODES      1: ___    2: ___   3: ___   4: ___   5:
             DUNS NUMBER          : _________
             VENDOR FILING DATE   : __________
             D & B RATING         : __
             D & B APPRAISAL      : _
             QUESTIONNAIRE CODE   : ____
             NEXT QUEST. MAIL DATE: __________
             EST EXPENDITURE      : _________________

             TAX CERTIFICATION NBR: ____________________  VEND ADD:    _________
             USER FIELD 1         : ______________________________
             USER FIELD 2         : ______________________________
```

20. Type **876098752** in the VENDOR NUMBER field.

21. Type **A** in the GROUP field. (Do NOT press Enter here.)

22. Type **092** in the CATEGORY CODES 5 field to identify Wake County.

23. Type today's date in the vendor in the VEND ADD field to indicate the date you added the vendor to the Statewide Trade Vendor File. Be sure to type the date as an 8-digit number. (For example, April 11, 2003 would be typed 04112003.)

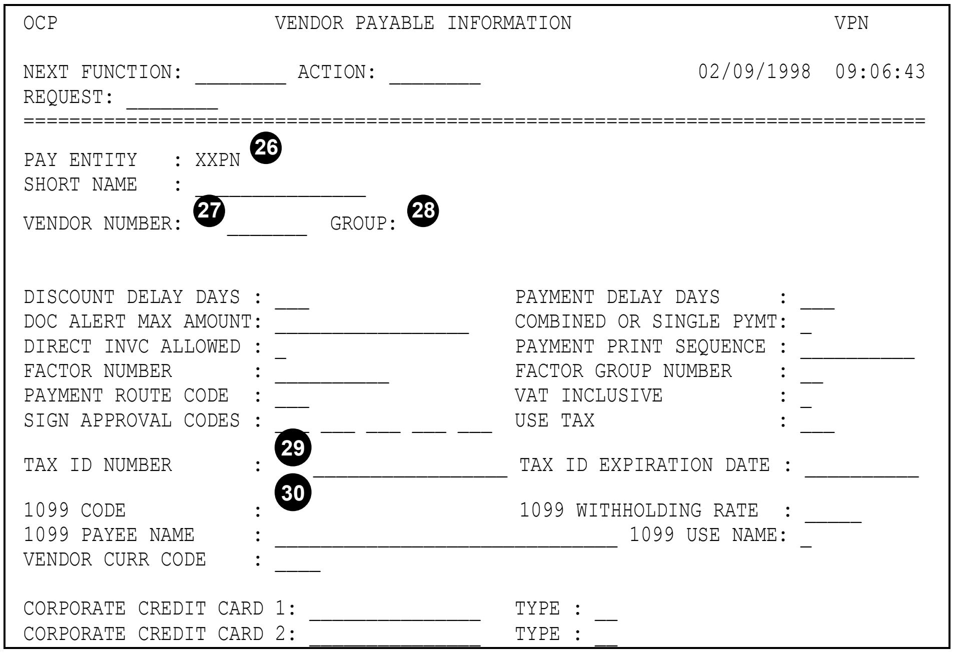
> The codes entered in the CATEGORY CODES fields are used to generate reports about vendors used by NC state agencies. The **first three** CATEGORY CODES fields are used to input one or more **vendor characteristics** such as female-owned business, minority owned business, non-profit organization, etc. The codes that you need to enter in these first three fields can be found on the *Description Table (DTL)* screen.
>
> The CATEGORY CODE 4 field is used to enter the vendor's **order-from county code**. The CATEGORY CODE 5 field is used to enter the vendor's **remit-to county code**. The county codes for the fourth and fifth CATEGORY CODE fields can be located from either **QRG 2: QRG 2**: **Post Offices and Incorporated Cities or Towns (GEN 562)** or the *Description Table (DTL)* screen.

24. Press Enter to add the county code and to clear the screen. The message **218 - PLEASE ENTER DESIRED REQUEST** is displayed on the screen.

Note that if you change the vendor's city/county address, the *VGN* screen must be correspondingly changed.

NOTES

25. Type **VPN** in the NEXT FUNCTION field and press Enter to access the *Vendor Payable Information (VPN)* screen.



```
OCP                   VENDOR PAYABLE INFORMATION                     VPN

NEXT FUNCTION: ________ ACTION: ________                02/09/1998  09:06:43
REQUEST: ________
===============================================================================
PAY ENTITY   : XXPN
SHORT NAME   : _______________
VENDOR NUMBER:   _______   GROUP:


DISCOUNT DELAY DAYS : ___                 PAYMENT DELAY DAYS     : ___
DOC ALERT MAX AMOUNT: _________________   COMBINED OR SINGLE PYMT: _
DIRECT INVC ALLOWED : _                   PAYMENT PRINT SEQUENCE : __________
FACTOR NUMBER       : __________          FACTOR GROUP NUMBER    : __
PAYMENT ROUTE CODE  : ___                 VAT INCLUSIVE          : _
SIGN APPROVAL CODES : ___ ___ ___ ___ ___ USE TAX                : ___

TAX ID NUMBER       :   _________________ TAX ID EXPIRATION DATE : __________

1099 CODE           :                     1099 WITHHOLDING RATE  : _____
1099 PAYEE NAME     : ______________________________ 1099 USE NAME: _
VENDOR CURR CODE    : ____

CORPORATE CREDIT CARD 1: _______________  TYPE : __
CORPORATE CREDIT CARD 2: _______________  TYPE : __
```

26. Type your **non-trade paying entity (XXPN)** in the PAY ENTITY field.

27. Type **876098752** in the VENDOR NUMBER field.

28. Type **A** in the GROUP field. (Do NOT press Enter here.)

29. Type **876098752** in the TAX ID NUMBER field.

If there is not a tax ID number in this field, transactions to this vendor may be put on 1099 hold. This would require the AP clerk to release payments.

30. Type **no** in the 1099 code field and press Enter to complete the addition of the vendor to your non-trade paying entity. The message **218 - PLEASE ENTER DESIRED REQUEST** is displayed on the screen.

Creating Control Groups

Adding and Changing Vendors | Creating Control Groups | Processing Direct Invoices | Processing Matching Invoices | Processing Employee Transactions | Handling Special AP Processes | Maintaining AP Documents | Reviewing AP Information

Batching Documents into Control Groups

The first step in the payment cycle is batching documents. This process includes:

- Receiving documents
- Categorizing documents
- Batching documents into groups

Depending on your agency's policies, documents may be received and categorized differently.

Document entry is easier if documents are categorized according to type within paying entity. The types are as follows:

- A **direct invoice** is an invoice that does not require a purchase order (e.g., utility and phone bills).
- A **matching invoice** indicates that a purchase order was issued prior to the purchase (e.g., office supply invoices). The invoice is *matched* to the purchase order online.
- An **employee advance** is a form that an employee fills out in anticipation of travel expenses
- An **employee expense reimbursement** is a form that an employee completes after he or she has incurred an expense.

After documents are categorized, several steps are taken before they are entered into the system.

- First, documents are grouped into a set of 15 to 40 documents for data entry. This set of documents is called a **control group**. The only documents that are not entered into the NCAS by control group are employee advances. They are entered individually.

  A control group is:

  — Helpful to the data entry person in balancing and tracking entered documents.

NOTES

- Identified by control number, control date (the date the documents are batched) and paying entity.
- Used to assist in document tracking, specification of default information, processing instructions, balancing, and external filing of documents.

- A control number is then assigned to identify each control group. Some agencies may assign a range of control numbers to each AP clerk. Control numbers cannot be repeated on the same day.

  Depending on the size of your agency, you may want to keep a log of your control groups. A log will help you track the control groups that you have entered on the NCAS.

- Once control numbers have been assigned, all documents in the control group are totaled. The total is determined by running a calculator tape.

- A sheet is then completed for each control group. This Control Group Header sheet identifies:
  - The paying entity
  - Entry method (documents type)
  - Control date (the date that the control group is created)
  - Control number
  - Your operator ID
  - The control group total

    (Please refer to **QRG 5: Accounts Payable Control Group Header**.)

- The Control Group Header sheet is then attached to the control group and placed in a file folder. The file folder is marked with the control number and current date.

After all the documents in a control group have been processed, the documents should be filed by control group number and date. The system makes it easy to find all documents because it stores the control group number and date with all transactions.

The control group is then ready for entry into the system by the assigned AP clerk. In the NCAS environment, invoices must be entered as soon as possible.

Entering Control Groups

NOTES

Entering control groups is the first online step in payment processing. The control group header must be completed on the *Control Document Entry (CDE*) screen before documents can be entered into the online control group. The *CDE* screen is used to record the following information from the Control Group Header sheet:

- Paying entity
- Control number
- Control amount (the total from the calculator tape)
- Control date (will default to the current date)
- Entry method
    - Direct invoice (D)
    - Matched invoice (M)
    - Employee payable (E)

The following walkthrough demonstrates how to complete the *Control Document Entry (CDE)* screen.

WALKTHROUGH: Entering a Control Group

SCENARIO

You have received a control group of direct invoices. The control group is attached to the following Control Group Header sheet. You need to enter the control group header into the *Control Document Entry (CDE)* screen.

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY ☒ **XXPT** ☐ ______

☐ ______ **Other** ______

ENTRY METHOD ☒ DIRECT INVOICES

☐ MATCHING INVOICES

☐ EMPLOYEE INVOICES

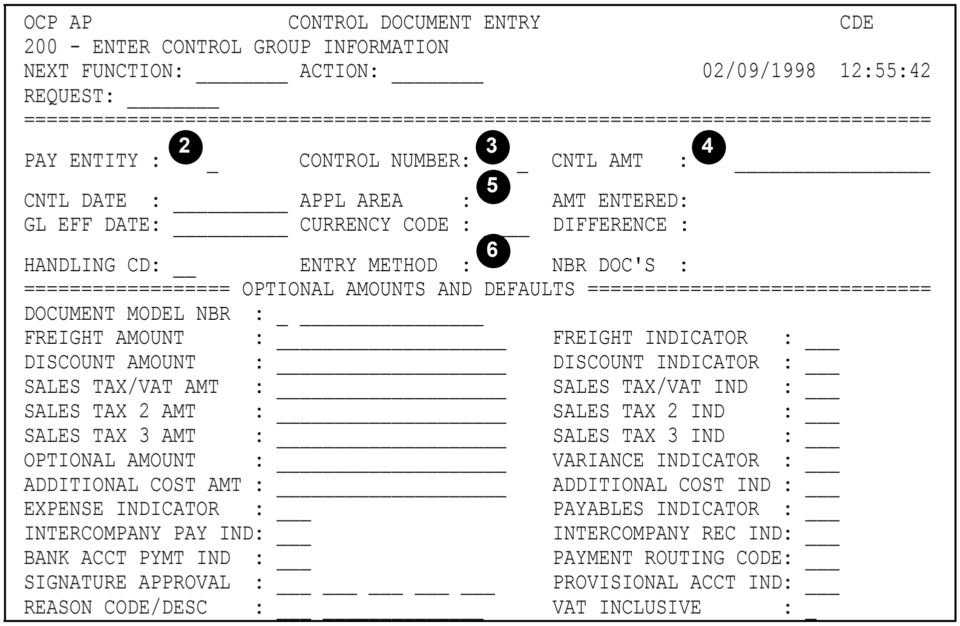
CONTROL GROUP DATE: **TODAY'S DATE**
CONTROL GROUP NUMBER: **121**

OPERATOR ID: ______ DBS # **YOUR INITIALS** Initials

	INVOICE NUMBER	NUMBER OF DOCUMENTS	AMOUNT
PER TAPE		**20**	**2,296.29**
ADJUSTMENTS			
AMOUNT ENTERED		**20**	**2,296.29**

1. Type **CDE** in the NEXT FUNCTION field and press Enter to access the *Control Document Entry (CDE)* screen.

NOTES



```
OCP AP                CONTROL DOCUMENT ENTRY                          CDE
200 - ENTER CONTROL GROUP INFORMATION
NEXT FUNCTION: ________ ACTION: ________                   02/09/1998  12:55:42
REQUEST: ________
===============================================================================
PAY ENTITY :   _       CONTROL NUMBER:   _  CNTL AMT   :    ________________

CNTL DATE  : __________ APPL AREA     :     AMT ENTERED:
GL EFF DATE: __________ CURRENCY CODE :  ___ DIFFERENCE :

HANDLING CD: __         ENTRY METHOD  :     NBR DOC'S  :
================== OPTIONAL AMOUNTS AND DEFAULTS ==============================
DOCUMENT MODEL NBR  : _ ________________
FREIGHT AMOUNT      : ____________________    FREIGHT INDICATOR   : ___
DISCOUNT AMOUNT     : ____________________    DISCOUNT INDICATOR  : ___
SALES TAX/VAT AMT   : ____________________    SALES TAX/VAT IND   : ___
SALES TAX 2 AMT     : ____________________    SALES TAX 2 IND     : ___
SALES TAX 3 AMT     : ____________________    SALES TAX 3 IND     : ___
OPTIONAL AMOUNT     : ____________________    VARIANCE INDICATOR  : ___
ADDITIONAL COST AMT : ____________________    ADDITIONAL COST IND : ___
EXPENSE INDICATOR   : ___                     PAYABLES INDICATOR  : ___
INTERCOMPANY PAY IND: ___                     INTERCOMPANY REC IND: ___
BANK ACCT PYMT IND  : ___                     PAYMENT ROUTING CODE: ___
SIGNATURE APPROVAL  : ___ ___ ___ ___ ___     PROVISIONAL ACCT IND: ___
REASON CODE/DESC    : ___ ______________      VAT INCLUSIVE       : _
```

2. Type **your paying entity (XXPT)** in the PAY ENTITY field.

3. Type **121** in the CONTROL NUMBER field. This number corresponds with the Control Group Header sheet.

4. Type **2296.29** in the CNTL AMT field. This field reflects the total of all documents contained in the control group.

> The current date defaults into the CNTL DATE field.

5. Type **your first and last initials** in the APPL AREA field. For tracking purposes, this field identifies the individual who entered the control group.

   The initials "PS" cannot be used in the APPL AREA field. They conflict with the Purchasing (PS) module.

6. Type **D** in the ENTRY METHOD field to indicate *direct* entry.

NOTES

The following codes can be entered in the ENTRY METHOD field:

- **D** accesses the *Invoice Worksheet 1 (IWS-1T)* screen to enter *direct* invoices.
- **M** accesses the *Invoice Matching (IMP)* screen to enter *matching* invoices.
- **E** accesses the *Employee Expense Worksheet 1 (EWS-1T)* screen to enter *employee* reimbursements.

7. Press Enter to process the control header information and to access the screen that is associated with the entry method. In this case, you access a blank *Invoice Worksheet 1 (IWS-1T)* screen, which is used to enter direct invoices.

You can also enter matching invoices in a direct control group and vice versa. The following codes can be typed in the REQUEST field to navigate between invoice entry screens:

- *Invoice Worksheet 1 (IWS-1T)* screen
- *Invoice Matching (IMP)* screen
- *Employee Expense Worksheet 1 (EWS-1T)* screen

You have now completed a control group header for direct invoices. Once control groups have been entered, the documents within each control group must be entered in the system. The NCAS can process four different documents:

- Direct invoices
- Matching invoices
- Employee documents
  - — Employee travel advances
  - — Employee reimbursements

The next three sections explain the processing of each type of document in the NCAS.

Processing Direct Invoices

Adding and Changing Vendors | Creating Control Groups | **Processing Direct Invoices** | Processing Matching Invoices | Processing Employee Transactions | Handling Special AP Processes | Maintaining AP Documents | Reviewing AP Information

Overview

A **direct invoice** does not reference a purchase order. A telephone bill is an example of a direct invoice.

This section explains the processing of direct invoices in the NCAS. The *Direct Invoices* section is divided into the following two subsections.

Entering Direct Invoices

The NCAS uses different screens to process different AP documents. Direct invoices are processed on the *Invoice Worksheet 1 (IWS-1T)* screen. You may also access the *Invoice Worksheet 2 (IWS-2T)* screen to add more information to the invoice. The NCAS allows you to apply debit or credit memos against direct invoices.

Using Document Models

Frequently used direct invoices can be set up as document models in the NCAS. Document models are templates or skeletons of the direct invoice. Models save time and reduce typing errors for frequently processed invoices with repetitive information.

Entering Direct Invoices

Direct invoices are entered on the *Invoice Worksheet 1 (IWS-1T)* screen. The *IWS-1T* screen is similar to an actual invoice. The top portion of the screen resembles the top portion of an invoice. It includes:

- Vendor information
- Payment terms
- Invoice number
- Invoice date

The bottom portion of the *IWS-1T* screen resembles the bottom portion of an invoice. It includes the detail lines, such as:

- Unit of measure

NOTES

- Quantity
- Item description

The *IWS-1T* screen also has many features. It allows you to:

- Enter multiple detail lines per invoice (up to 9,999)
- Separate sales tax, freight, additional costs, and discounts from the net amount of the invoice
- Select the detail lines to which tax, freight, additional costs, and discounts are applied
- Reference 1099 information on selected detail lines
- Add a message to the vendor that will appear on the remittance part of the check
- Schedule multiple, recurring, and variable payments

The *Invoice Worksheet 2 (IWS-2T)* screen is for invoice information that is entered less frequently. You may access this screen to determine the check handling options for the invoice.

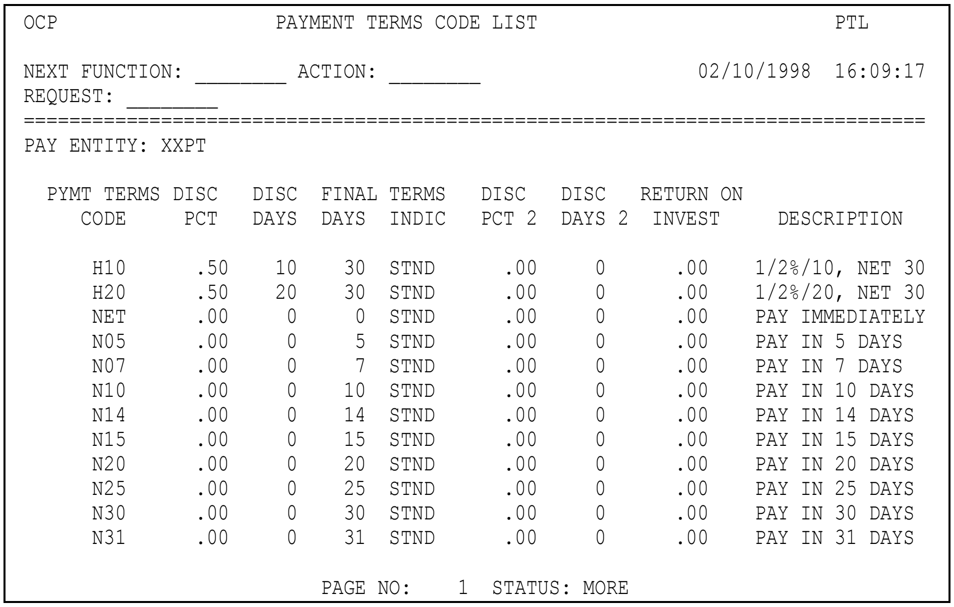
🗀 To move from the *IWS-1T* screen to the *IWS-2T* screen, type **R** (right) in the REQUEST field and press [Enter]. To return to the *IWS-1T* screen from the *IWS-2T* screen, type **L** (left) in the REQUEST field and press [Enter].

Payment Due Date

The payment due date is determined by the information contained in the TERMS CODE or the PYMT DUE DATE fields. On the *IWS-1T* screen, the value in the TERMS CODE field defaults from the vendor definition level of the policy hierarchy. You can override the TERMS CODE field if you want to change the payment due date. To understand what each terms code represents, you need to be familiar with the indicators listed on the *Payment Terms List (PTL)* screen. Each three-character indicator represents different payment terms. The terms code can only be changed during invoice entry. You cannot edit this field after completing the invoice.

If you are unsure of the terms code indicators for invoice entry, type **PTL** in the NEXT FUNCTION field and press [Enter] to access the *Payment Terms Code List (PTL)* screen. To return to the *Invoice Worksheet 1 (IWS-1T)* screen, type **BACK** in the NEXT FUNCTION field and press [Enter].

NOTES



```
OCP                   PAYMENT TERMS CODE LIST                          PTL

NEXT FUNCTION: ________ ACTION: ________                   02/10/1998  16:09:17
REQUEST: ________
===============================================================================
PAY ENTITY: XXPT

  PYMT TERMS DISC   DISC  FINAL TERMS   DISC   DISC   RETURN ON
     CODE     PCT   DAYS  DAYS  INDIC   PCT 2  DAYS 2  INVEST     DESCRIPTION

      H10      .50    10    30  STND      .00     0      .00    1/2%/10, NET 30
      H20      .50    20    30  STND      .00     0      .00    1/2%/20, NET 30
      NET      .00     0     0  STND      .00     0      .00    PAY IMMEDIATELY
      N05      .00     0     5  STND      .00     0      .00    PAY IN 5 DAYS
      N07      .00     0     7  STND      .00     0      .00    PAY IN 7 DAYS
      N10      .00     0    10  STND      .00     0      .00    PAY IN 10 DAYS
      N14      .00     0    14  STND      .00     0      .00    PAY IN 14 DAYS
      N15      .00     0    15  STND      .00     0      .00    PAY IN 15 DAYS
      N20      .00     0    20  STND      .00     0      .00    PAY IN 20 DAYS
      N25      .00     0    25  STND      .00     0      .00    PAY IN 25 DAYS
      N30      .00     0    30  STND      .00     0      .00    PAY IN 30 DAYS
      N31      .00     0    31  STND      .00     0      .00    PAY IN 31 DAYS

                          PAGE NO:    1  STATUS: MORE
```

You can also enter a specific date in the PYMT DUE DATE field and this date will override the terms code. If a completed, unpaid invoice has an incorrect terms code, then you must use the PYMT DUE DATE field to override this value and ensure the document pays on time.

Sales Tax

Taxes are prorated to each line of the invoice and charged to the corresponding expenditure accounts. The tax rate applied to each invoice line is determined by the mini-chart indicator associated with that line. A default indicator has been set up for each paying entity, usually 650 (6.5%) or 000 (0%), but this can be overridden by the AP clerk entering the invoice line. Tax codes and the corresponding rates can be viewed online on the *Use Tax Authorities List (TAL)* screen and are maintained by the OSC.

An agency can enter multiple tax rates on the same invoice. For example, food items taxed at 2% can appear on the same invoice as non-food items taxed at 6.5%.

The AP clerk has a number of opportunities to change the default tax rate.

- On the *Control Document Entry (CDE)* screen, you can enter a tax indicator in the SALES TAX/VAT IND field. This tax rate will default to all invoice lines within that control group.
- On the *Invoice Worksheet I (IWS-1T)* screen, you can enter a tax indicator in the SALES TAX/VAT field at the bottom of the screen. This tax rate will default to all invoice lines on that invoice.
- On the *IWS-1T* screen, you can enter a tax indicator in the VAT field on an individual invoice line. This field is found directly below the line number. This tax rate will apply only to that invoice line.

NOTES

Information Technology Project Accounting

If your agency flags invoices for Information Technology Project reporting, a valid project company and project code can be added in the PROJ-CO and NUMBER fields. After nexting the invoice, editing options for project information are limited to the following:

- Changing an existing project company/project code
- Deleting a project company/project code on individual lines. (At least one line must contain a project company/project code.)

If an invoice is nexted without a project company/project code on at least one line, no project information may be added to the invoice.

For additional information and explanation, refer to **QRG 14: Information Technology Project Accounting**.

WALKTHROUGH: Entering a Direct Invoice

SCENARIO

You have received five documents attached to the following Control Group Header sheet. You need to enter the invoices and balance the control group. Each document has special processing needs.

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY ☒ **XXPT** ☐ ______
☐ ______ **Other** ______

ENTRY METHOD
☒ DIRECT INVOICES
☐ MATCHING INVOICES
☐ EMPLOYEE INVOICES

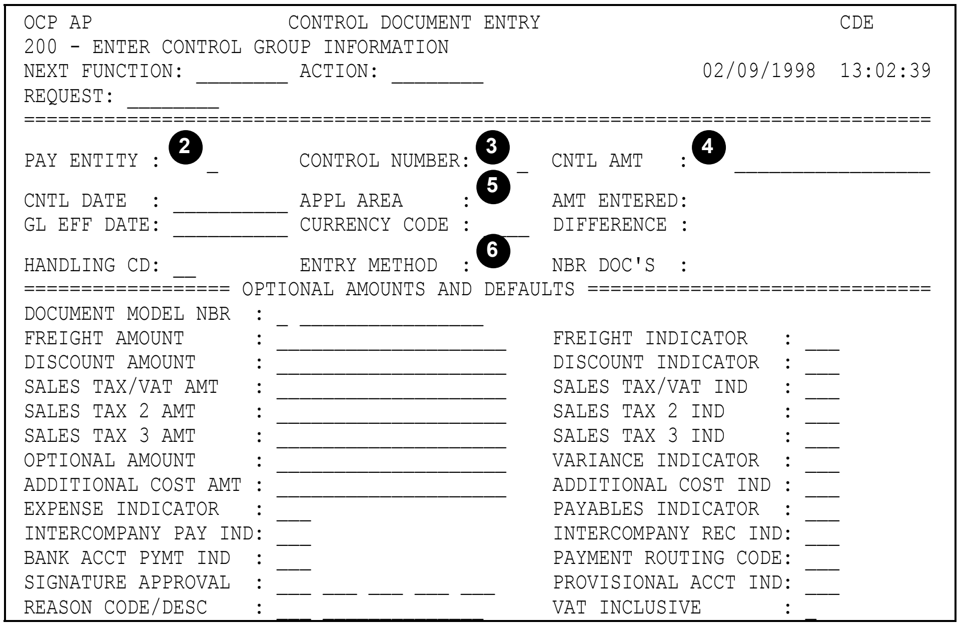
CONTROL GROUP DATE: **TODAY'S DATE**
CONTROL GROUP NUMBER: **122**

OPERATOR ID: ______ **YOUR INITIALS**
DBS # Initials

	INVOICE NUMBER	NUMBER OF DOCUMENTS	AMOUNT
PER TAPE		**5**	**6,322.28**
ADJUSTMENTS			
AMOUNT ENTERED		**5**	**6,322.28**

NOTES

1. Type **CDE** in the NEXT FUNCTION field and press Enter to access the *Control Document Entry (CDE)* screen.



```
OCP AP                 CONTROL DOCUMENT ENTRY                           CDE
200 - ENTER CONTROL GROUP INFORMATION
NEXT FUNCTION: ________ ACTION: ________                  02/09/1998  13:02:39
REQUEST: ________
===============================================================================
PAY ENTITY :   _       CONTROL NUMBER:   _  CNTL AMT    :   ________________

CNTL DATE  : __________ APPL AREA     :     AMT ENTERED:
GL EFF DATE: __________ CURRENCY CODE :  ___ DIFFERENCE :

HANDLING CD: __         ENTRY METHOD  :      NBR DOC'S  :
================== OPTIONAL AMOUNTS AND DEFAULTS =============================
DOCUMENT MODEL NBR  : _ ________________
FREIGHT AMOUNT      : ____________________    FREIGHT INDICATOR   : ___
DISCOUNT AMOUNT     : ____________________    DISCOUNT INDICATOR  : ___
SALES TAX/VAT AMT   : ____________________    SALES TAX/VAT IND   : ___
SALES TAX 2 AMT     : ____________________    SALES TAX 2 IND     : ___
SALES TAX 3 AMT     : ____________________    SALES TAX 3 IND     : ___
OPTIONAL AMOUNT     : ____________________    VARIANCE INDICATOR  : ___
ADDITIONAL COST AMT : ____________________    ADDITIONAL COST IND : ___
EXPENSE INDICATOR   : ___                     PAYABLES INDICATOR  : ___
INTERCOMPANY PAY IND: ___                     INTERCOMPANY REC IND: ___
BANK ACCT PYMT IND  : ___                     PAYMENT ROUTING CODE: ___
SIGNATURE APPROVAL  : ___ ___ ___ ___ ___     PROVISIONAL ACCT IND: ___
REASON CODE/DESC    : ___ ______________      VAT INCLUSIVE       : _
```

2. Type **your paying entity (XXPT)** in the PAY ENTITY field.

3. Type **122** in the CONTROL NUMBER field.

4. Type **6322.28** in the CNTL AMT field.

5. Type **your first and last initials** in the APPL AREA field since you will be entering this control group.

6. Type **D** in the ENTRY METHOD field.

7. Press Enter to process the control header information and access the *Invoice Worksheet 1 (IWS-1T)* screen.

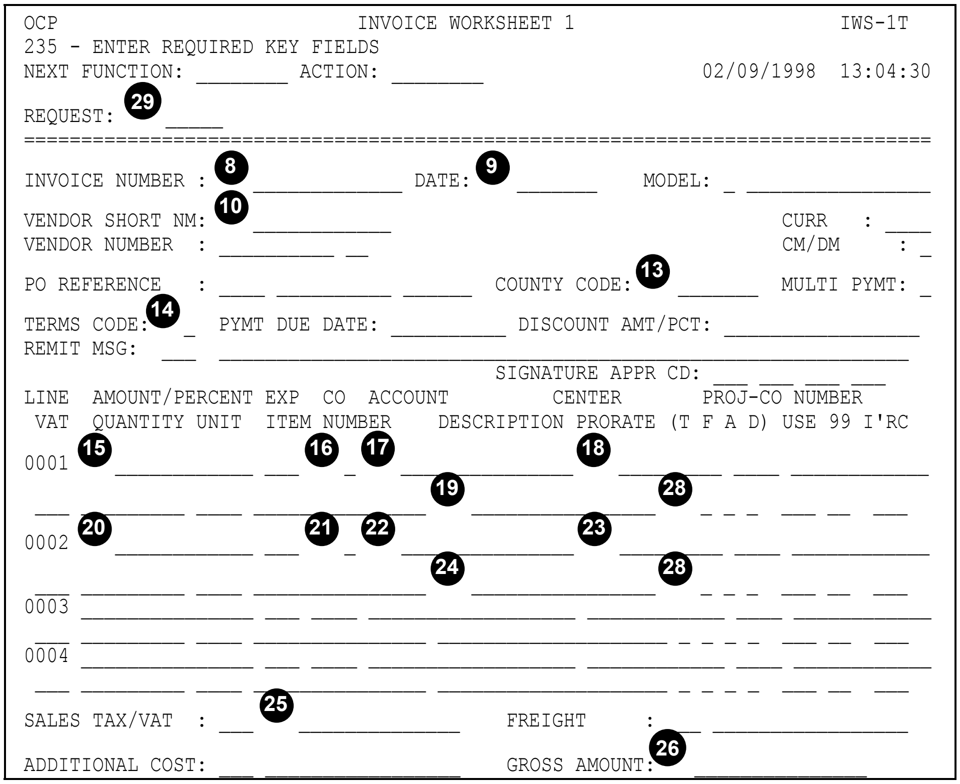
You are now ready to enter the first invoice.

NOTES

Invoice: Office Specialists **PO Box 65977** **Charlotte, NC 28265-0583**	**Invoice Number: 7042864121** **Invoice Date: 01/11/2002** **Terms: Net 30**

Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Post-It Notes	**10**	**1.15**	**11.50**
Rubber Bands	**4**	**1.25**	**5.00**
		Freight:	
		Tax:	**.99**
		Total:	**17.49**

- The accounting distribution for line 1 is XX01 533110 10001005.
- The accounting distribution for line 2 is XX01 533110 10003100.



```
OCP                        INVOICE WORKSHEET 1                       IWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                   02/09/1998  13:04:30

REQUEST:    _____
===============================================================================
INVOICE NUMBER :   _____________ DATE:   _______    MODEL: _ ________________
VENDOR SHORT NM:   ____________                              CURR    : ____
VENDOR NUMBER  :  __________ __                              CM/DM     : _
PO REFERENCE   :  ____ __________ ______  COUNTY CODE:   _______ MULTI PYMT: _
TERMS CODE:  _  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: _________________
REMIT MSG:   ___  ______________________________________________________________
                                          SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001   ____________ ___  _ _______________ ___________ ____ ____________
 ___ _________ ____ _______________ ________________ _ _ _  ___ __  ___
0002   ____________ ___  _ _______________ ___________ ____ ____________
 ___ _________ ____ _______________ ________________ _ _ _  ___ __  ___
0003 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0004 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : ___  ______________     FREIGHT      : ___ _________________

ADDITIONAL COST: ___ _________________   GROSS AMOUNT:  _______________
```

On the *IWS-1T* screen, the first detail line (0001) corresponds to the AMOUNT/PERCENT, EXPENSE, COMPANY, ACCOUNT and CENTER fields. The second line corresponds to the QUANTITY, UNIT, ITEM NUMBER, DESCRIPTION, PRORATE (TFAD) and 1099 fields.

NOTES

8. Type **7042864121** in the INVOICE NUMBER field.

9. Type **011102** in the DATE field to display the invoice date. This date is used to determine the payment due date based on the payment terms code.

10. Type **office@** in the VENDOR SHORT NM field and press Enter to access the *Vendor Short Name Lookup (VSL)* screen.

> If the short name is unique to one vendor, the vendor information (name, number, and address) will default to the *IWS-1T* screen.
>
> If the short name is not unique to one vendor, the system displays the *Vendor Short Name Lookup (VSL)* screen with all the vendors that match the specified short name. Press Enter to scroll through the list until you find the required vendor. Type **R** in the ACTIVITY field and press Enter to *return* the vendor number and address to the *IWS-1T* screen.

11. Determine the correct vendor (Office Specialists). Type **R** in the ACTIVITY field and press Enter to *return* to the *IWS-1T* screen. Note that the vendor information defaults to the *IWS-1T* screen.

12. Press Enter. The system will check to ensure there are no duplicate invoices.

13. Type **60** in the COUNTY CODE field to identify the county code for the sales tax report. Charlotte is located in Mecklenburg county, which is county code 60. Refer to **QRG 2: QRG 2**: **Post Offices and Incorporated Cities or Towns (GEN 562)**.

> County codes are used to produce a quarterly sales tax report by county. This report is used to complete sales tax forms. If the vendor is out of state, refer to the county to which the goods are shipped.
>
> Note that this is a **two-digit code**. Unlike the expenditure-by-county report, you do not add a leading zero.
>
> The county code is required on all invoices with sales tax. If you attempt to balance an invoice with sales tax before entering a county code, you will receive the following message: **VO1-COUNTY CODE IS REQUIRED IF TAX IS PRESENT.**

🗀 Verify that the correct terms code indicator (which represents the payment due date) has defaulted to the TERMS CODE field. The TERMS CODE field can be overridden or deleted or a date can be entered in the PYMT DUE DATE field.

14. Type **N30** over whatever is in the TERMS CODE field.

15. At the 0001 line, type **11.50** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.

16. Type **your company number (XX01)** in the CO field.

17. Type **533110** (account number) in the ACCOUNT field.

18. Type **10001005** (center number) in the CENTER field.

19. Type **Post-It Notes** in the DESCRIPTION field.

> The following fields are optional but will help in identifying the goods and services that have been invoiced.
>
> - QUANTITY (must be a whole number): If the Quantity is not a whole number, the unit must be converted. Units of measure conversions will be explained in the *Converting Units of Measure* subsection within the *Processing Matching Invoices* section.
> - UNIT (must be listed on the *Units of Measure List (UML)* screen): Units of measure will be discussed in detail in the *Matching Invoices* section).
> - DESCRIPTION : Provide a short description of the items being purchased.

20. At the 0002 line, type **5.00** in the AMOUNT/PERCENT field to indicate the amount for the second line of the invoice.

21. Type **“** in the CO field. (The symbol **“** will duplicate the company number from line 0001.)

22. Type **“** in the ACCOUNT field. (The symbol **“** will duplicate the account number from line 0001.)

    🗁 The symbol **“** can be used to duplicate the field from the preceding line of the invoice. This can be used in any field except the AMOUNT/PERCENT field.

23. Type **10003100** in the CENTER field.

24. Type **Rubber bands** in the DESCRIPTION field.

25. Type **.99** (in the second blank space) in the SALES TAX/VAT field to identify the tax amount to be posted to the General Ledger for the entire invoice.

26. Type **17.49** in the GROSS AMOUNT field to identify the total amount of the invoice. Delete the zeros at the end of the field.

27. Press Enter to display all the defaults on the *IWS-1T* screen.

NOTES

Note the defaults for the T (*tax)*, f (*freight)*, a (*additional cost)* and D (*discount)* fields. These defaults vary by paying entity. The possible default values are:

- **Y** *Yes*. This default indicates that any sales tax/VAT, freight, additional costs and discount applied to this invoice will be prorated to this detail line.
- **N** *No*. This default indicates that any sales tax/VAT, freight, additional costs and discount applied to this invoice will *not* be prorated to this detail line.

The defaults in these fields *must always* be checked if you have invoice lines with items such as sales tax, additional cost, freight and discount. If necessary, a Y default should be overridden to N and vice versa. If these defaults need to be overridden, it *must* be done before the invoice is balanced. The values in these fields *cannot* be changed after the invoice has been balanced.

In this scenario, the default value is "Y". Sales tax must be prorated to both invoice lines.

28. Prorate sales tax to each invoice line by typing **Y** in the T field if the default value is N. If the default is Y, you do not need to override it.

If you do not want to complete an invoice, type **reject** in the REQUEST field. The data you have entered on the *IWS-1T* screen will then be deleted.

29. Type **NEXT** or **N** in the REQUEST field to balance the document. Press Enter to access a blank *Invoice Worksheet 1 (IWS-1T)* screen to enter the second invoice.

After a direct invoice has been entered into the NCAS, it should be marked to prevent duplicate processing.

The *IWS-1T* screen will go blank, which indicates that your invoice balanced successfully.

For all document entry screens *(IWS-1T, EWS-1T, EAR*), the following message indicates that funds are not available for expenses being charged to the accounting distribution: **A10-INVOICE ADDED WITH BC EXCEP, ENTER REQUIRED KEY FOR NEXT INVOICE**. The document will not be released for payment until the budget officer processes the budget exception.

You have completed keying in the first direct invoice with sales tax. You are now ready to enter the second invoice.

ACTIVITY: Entering a Direct Invoice

NOTES

SCENARIO

You need to enter the second invoice in control group 122.

Because you are enclosing a letter to the vendor, you want the following message to appear on the check: ENCLOSURE.

Sales tax will *not* apply to the first invoice line. Weldon is located in Halifax county, which has a county code of 42.

The accounting distribution is XX01 533900 10001000 for the first invoice line. The accounting distribution is XX01 532390 10001000 for the second invoice line.

Invoice: AmeriGas-Weldon **P.O. Box 192** **Weldon, NC 27890-0192**		**Invoice Number: 5063471284** **Invoice Date: 01/08/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Repairs to Propane Tank			**100.00**
Propane	**220 GL**		**141.31**
		Freight:	
		Tax:	**8.48**
		Total:	**249.79**

1. Type **5063471284** in the INVOICE NUMBER field.
2. Type **010802** in the DATE field.
3. Type **amerigas@** in the VENDOR SHORT NM field and press Enter to obtain the vendor number. The *Vendor Short Name Lookup (VSL)* screen appears.
4. Press Enter to scroll down the list of vendor names until you locate AmeriGas of Weldon, NC.
5. Type **R** in the ACTIVITY field for AmeriGas, Weldon, and press Enter to *return* the vendor number to the *IWS-1T* screen.)
6. The following message will appear: **476 - VENDOR IS NORMALLY A MATCHING VENDOR**. This message is informational only. Press Enter to override the message and continue entering the invoice as a direct invoice.

NOTES

7. Type **42** in the COUNTY CODE field to identify the county code for the sales tax report. (By referring to **QRG 2: Post Offices and Incorporated Cities or Towns (GEN 562),** you will see that Weldon is located in Halifax County, which has a county code of 42.)

8. Press Enter to *save the information* that you have entered on the *IWS-1T* screen.

9. Verify that the correct payment terms defaulted into the TERMS CODE field.

10. Type **RML** in the NEXT FUNCTION field and press Enter to access the *Remit Message List (RML)* screen. The *RML* screen lists standard remit messages and their corresponding three-character codes.

11. Type **your paying entity (XXPT)** in the PAY ENTITY field.

12. Press Enter to view a list of the remit messages.

13. Press Enter to scroll through the list till you find the code and message for "ENCLOSURE". Note the three digit code for this message.

14. Type **R** in the NEXT FUNCTION field and press Enter to *return* to *IWS-1T* screen.

15. Type the **three character code (ENC)** that corresponds to the message in the first blank of the REMIT MSG field.

If you would like to add a message that is not on the *RML* screen, you can type it in the second REMIT MSG field. You can also add a remittance code and message on the *Remit Message Code (RMC)* screen.

16. At the 0001 line, type **100.00** in the AMOUNT/PERCENT field.

17. Type **your company number (XX01)** in the CO field.

18. Type **532390** in the ACCOUNT field.

19. Type **10001000** in the CENTER field.

20. Type **Propane Tank Repairs** in the DESCRIPTION field.

21. At the 0002 line, type **141.31** in the AMOUNT/PERCENT field.

22. Type **your company number (XX01)** in the CO field.

23. Type **533900** in the ACCOUNT field.

24. Type **10001000** in the CENTER field.

25. Type **Propane** in the DESCRIPTION field.

26. Press Enter to process the entered information and to display defaults.

    🗀 Note the defaults in the T, F, A and D fields for both lines.

27. Type **N** in the T field (only if the default is **Y**) for line 0001 to indicate that a portion of the total tax is *not* to be prorated to the line. Because repairs are a service, tax should not be attached to this line.

28. Type **Y** in the T field (only if the default is **N**) for line 0002 to indicate that a portion of the tax should be prorated to this invoice line.

    🗀 The entire sales tax will be applied to this line because this invoice has only two lines, and sales tax does *not* apply to the first line.

> The system will sometimes give a rounding error when goods and services are entered on the same invoice. When prorating taxes, the NCAS rounds any remaining amount to the last line on the invoice. If this line is not taxable, the system will give the user a U10 error. To avoid this error, make sure the last line entered is a taxable line. This may involve entering the lines in a different order than they appear on the invoice.

> If your invoice has more than four detail lines, type **D** or **DOWN** in the REQUEST field to access additional lines on the *IWS-1T* screen. Remember that the *IWS-1T* screen allows you to enter up to 9,999 lines.

29. Type **8.48** in the second blank space in the SALES TAX/VAT field.

30. Type **249.79** in the GROSS AMOUNT field. Delete the zeros at the end of the field.

31. Type **N** in the REQUEST field to balance the document and press Enter to access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

You have finished entering the second invoice in control group 122.

Applying a Debit or Credit Memo to a Direct Invoice

If an error occurs in a direct invoice, the error must be corrected to ensure that the vendor is paid an accurate amount. The payment total to the vendor is adjusted by issuing a debit or credit memo against the invoice.

A **debit memo** is an internal document issued by your agency to record an adjustment to an existing invoice. A **credit memo** is issued by the vendor to record an adjustment against an invoice.

NOTES

In the NCAS, a debit or credit memo against a direct invoice is also processed on the *Invoice Worksheet (IWS-1T)* screen. However, you *must* type a **C** (for *credit* memo) or **D** (for *debit* memo) in the CM/DM field (after obtaining the vendor number and before pressing [Enter] to verify that there are no duplicate invoices).

A debit or credit memo is a negative total because it offsets a payment to the vendor. Once you have designated the document as a debit or credit memo by typing **C** or **D** in the CM/DM field, the NCAS automatically handles the amount as a negative. You, therefore, do *not* have to enter the debit/credit memo total as a negative amount.

Debit and credit memos must also be entered in control groups. Remember to *subtract* debit or credit memo totals from the control total on the control group header sheet and the CONTROL AMOUNT on the *CDE* screen.

Payment terms are very important for debit and credit memos. If the debit or credit memo is not included in the same payment cycle as the invoice, the vendor will be overpaid. In addition, the debit or credit memo will not be applied if you have no more invoices from this vendor.

To ensure that the invoice is in the same payment cycle as the debit or credit memo, verify the date the invoice is due. You can verify the payment due date by:

- Checking the payment date on the invoice.
- Calculating the payment due date using the invoice due date and the terms code.

You may also choose to use the payment term of NET with a debit or credit memo to ensure it is paid in the earliest possible payment cycle.

The following walkthrough will demonstrate how to apply a credit memo against a direct invoice.

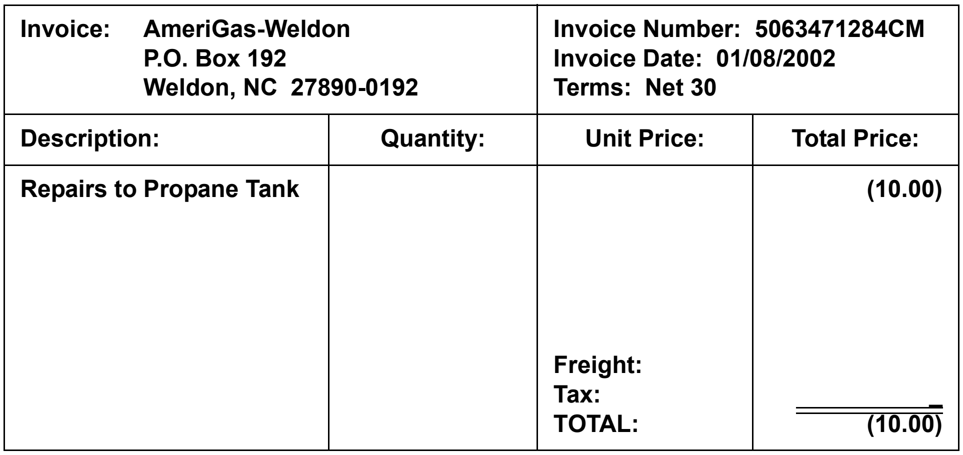
WALKTHROUGH: Applying a Credit Memo Against a Direct Invoice

SCENARIO

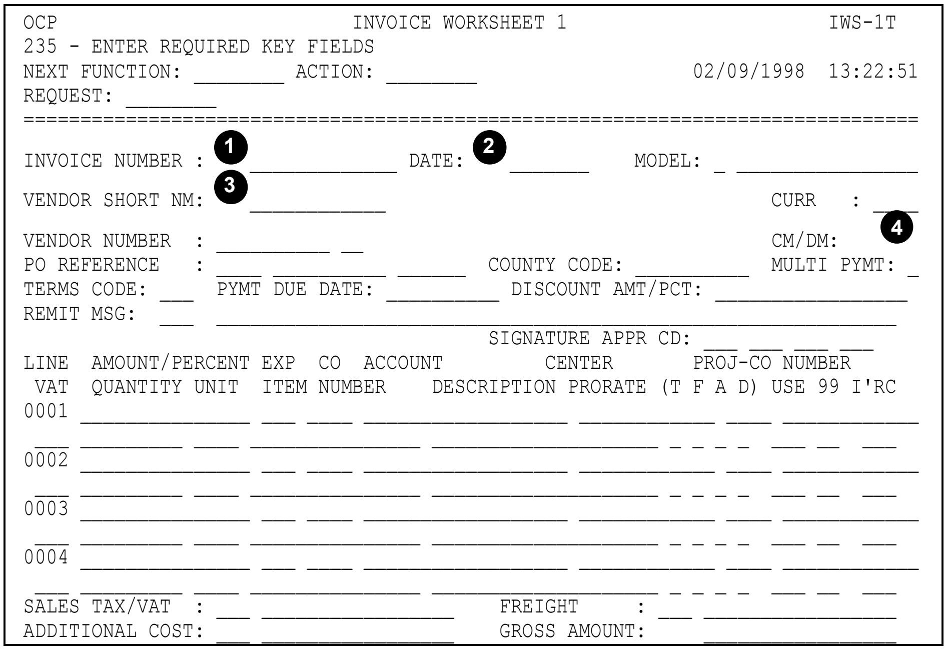
AmeriGas overcharged you for repairing the propane tank. The vendor has sent you a credit memo for $10.00. The accounting distribution for this line is XX01 532390 10001000.

Process this credit memo in the NCAS. This credit memo was batched with the other invoices in control group 122 and the negative effect has been accounted for in your control total.

NOTES



Invoice: **AmeriGas-Weldon** **P.O. Box 192** **Weldon, NC 27890-0192**		**Invoice Number: 5063471284CM** **Invoice Date: 01/08/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Repairs to Propane Tank			**(10.00)**
		Freight:	
		Tax:	**_**
		TOTAL:	**(10.00)**



```
OCP                         INVOICE WORKSHEET 1                       IWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________               02/09/1998  13:22:51
REQUEST: ________
===============================================================================
INVOICE NUMBER :    _____________ DATE:    _______    MODEL: _ _______________
VENDOR SHORT NM:    ____________                             CURR   : ____
VENDOR NUMBER  : __________ __                               CM/DM:
PO REFERENCE   : ____ __________ ______  COUNTY CODE: _________  MULTI PYMT: _
TERMS CODE: ___  PYMT DUE DATE: _________ DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___  ______________________________________________________
                                    SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT        CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001 _______________ ___ ____ _________________ ___________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0002 _______________ ___ ____ _________________ ___________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0003 _______________ ___ ____ _________________ ___________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0004 _______________ ___ ____ _________________ ___________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : ___ _________________    FREIGHT      : ___ _________________
ADDITIONAL COST: ___ _________________    GROSS AMOUNT:      _________________
```

1. Type **5063471284CM** in the INVOICE NUMBER field.

> For a credit memo, use the number given to the document by the vendor. For a debit memo, use your agency's numbering standard for debit memos.

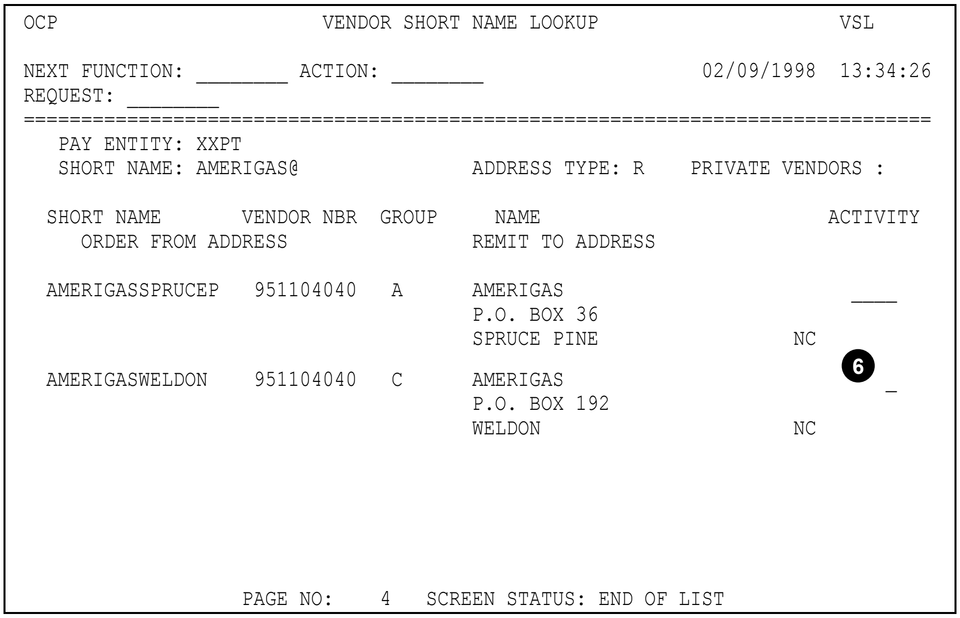
2. Type **011002** in the DATE field.

3. Type **amerigas@** in the VENDOR SHORT NM field to obtain the vendor number.

NOTES

4. Type **C** in the CM/DM field and press Enter. (This overrides the message and informs the NCAS that you are processing a *credit* memo.) The *Vendor Short Name Lookup (VSL)* screen appears.

> Type **D** in the CM/DM field if you are processing a *debit* memo.



```
OCP                          VENDOR SHORT NAME LOOKUP                    VSL

NEXT FUNCTION: ________ ACTION: ________                  02/09/1998  13:34:26
REQUEST: ________
===============================================================================
   PAY ENTITY: XXPT
   SHORT NAME: AMERIGAS@                ADDRESS TYPE: R    PRIVATE VENDORS :

  SHORT NAME       VENDOR NBR  GROUP     NAME                          ACTIVITY
     ORDER FROM ADDRESS                 REMIT TO ADDRESS

  AMERIGASSPRUCEP   951104040   A       AMERIGAS                          ____
                                        P.O. BOX 36
                                        SPRUCE PINE                NC
  AMERIGASWELDON    951104040   C       AMERIGAS                             _
                                        P.O. BOX 192
                                        WELDON                     NC



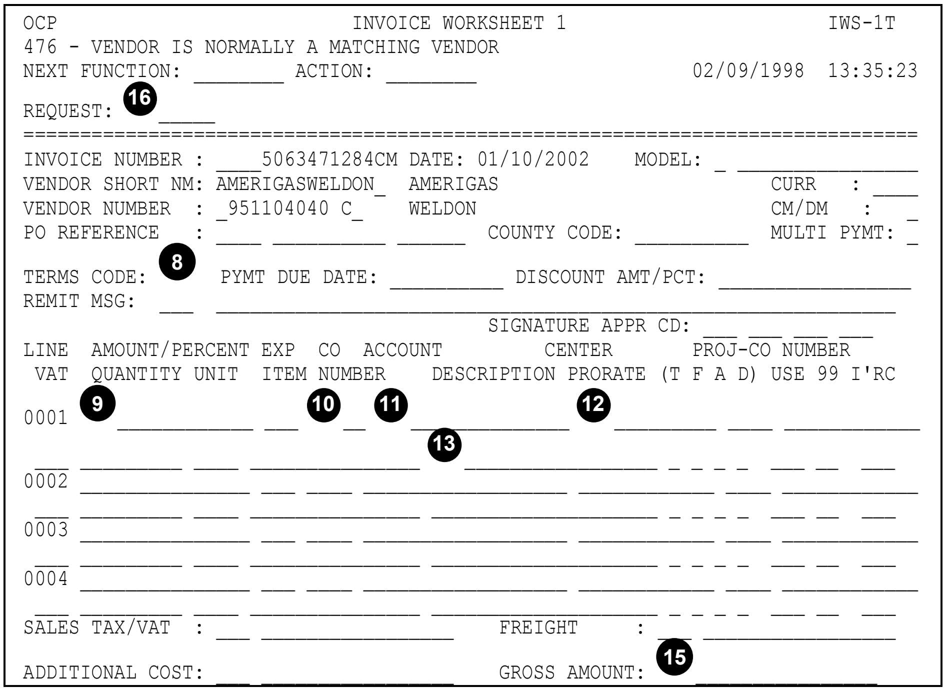


                    PAGE NO:    4   SCREEN STATUS: END OF LIST
```

5. Press Enter to scroll down the list of vendor names until you locate AmeriGas of Weldon, NC.

6. Type **R** in the ACTIVITY field for AmeriGas, Weldon and press Enter to *return* the vendor number to the *IWS-1T* screen.

NOTES



```
OCP                          INVOICE WORKSHEET 1                        IWS-1T
476 - VENDOR IS NORMALLY A MATCHING VENDOR
NEXT FUNCTION: ________ ACTION: ________                   02/09/1998  13:35:23

REQUEST:    _____
===============================================================================
INVOICE NUMBER : ____5063471284CM DATE: 01/10/2002    MODEL: _ ________________
VENDOR SHORT NM: AMERIGASWELDON_  AMERIGAS                     CURR   : ____
VENDOR NUMBER  : _951104040 C_    WELDON                       CM/DM   :  _
PO REFERENCE   : ____ __________ ______  COUNTY CODE: __________  MULTI PYMT: _

TERMS CODE:      PYMT DUE DATE: __________ DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___  ____________________________________________________________
                                        SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC

0001    ____________ ___   __   ______________  _________ ____ ____________

 ___ _________ ____ _______________    _________________ _ _ _ _  ___ __  ___
0002 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0003 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0004 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : ___ _________________    FREIGHT     : ___ _________________

ADDITIONAL COST: ___ _________________    GROSS AMOUNT:     ________________
```

7. The following message will appear: **476 - VENDOR IS NORMALLY A MATCHING VENDOR**. This message is informational only. Press Enter to clear the message and allow further processing.

> You do not need to enter a county code for this credit memo because there is no sales tax involved. If sales tax is involved, you must enter the county code.

8. Type **net** in the TERMS CODE field since we want this credit memo to apply to the next invoice from this vendor.

9. At the 0001 line, type **10.00** in the AMOUNT/PERCENT field.

> Remember that you do not have to enter the debit or credit memo amount as a negative amount. Because you have already identified the document as a credit memo (by typing **C** in the CM/DM field), the NCAS automatically handles the $10.00 as a negative amount.

10. Type **your company number (XX01)** in the CO field.

11. Type **532390** in the ACCOUNT field.

12. Type **10001000** in the CENTER field.

13. Type **Propane Tank Repairs** in the DESCRIPTION field.

14. Press Enter to process the entered information and to display defaults.

NOTES

🗁 Note the defaults in the T, F, A and D fields for both lines. Because this credit memo does not involve tax, freight, additional cost or discount, you do not have to change the defaults in these fields.

15. Type **10.00** in the GROSS AMOUNT field. Delete the zeros at the end of the field.

16. Type **N** in the REQUEST field to balance the document and press Enter to access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

You have finished processing the credit memo.

Payment Options

When entering an invoice in the NCAS, the AP clerk can dictate particular payment options for that invoice. For example, the clerk can set the invoice for multiple payments. The clerk can also establish a handling code to determine how the payment and associated general ledger entries will be processed.

MULTIPLE PAYMENTS

There are some situations where the AP clerk may wish to modify the payment options for an invoice so that the entire invoice does not pay all at once. For example, the AP clerk may wish to enter one invoice for monthly rental payments. A clerk can set up recurring, variable, or multiple payments during invoice entry.

- Recurring Payments: Recurring payments are regularly scheduled payments for a fixed amount, such as rent. Up to 999 recurring payments can be entered. These payments can be weekly, monthly, quarterly, semiannually, or annually.
- Variable Payments: Variable payments are payments with different amounts, different due dates for each, and no regular interval between these payments. Up to four variable payments can be entered.
- Multiple Payments: Multiple payments are a combination of recurring and variable payments. Variable payments must be scheduled to follow recurring payments.

All three types of payments are set up on the *Multiple Payments (MPY)* screen. To access this screen, type **Y** in the MULTI PYMT field on the *Invoice Worksheet (IWS-1T)* screen and press Enter. The multiple payment screen cannot be accessed directly.

NOTES

All multiple payments must be scheduled on the *MPY* screen at the same time and the money is encumbered immediately. Therefore, if payments cross fiscal years, it is recommended that you enter them on separate invoices. Otherwise, the funds for all of the payments will be encumbered in the current fiscal year. The multiple payment indicator cannot be changed after the invoice has been balanced.

If the invoice has a budgetary exception, multiple payments cannot be scheduled until the exception has been resolved.

In some cases, you will have a contract instead of an invoice. Your individual agency will have to establish a numbering scheme for these documents.

The AP clerk can schedule the due dates for each of the multiple payments. It is recommended that the first payment due date be equal to the General Ledger Effective Date for the invoice. This aids in the balancing process. The due dates *must* be entered in chronological order. The system will not allow you to type anything into the TERMS CODE field or the PYMT DUE DATE field when there is a **Y** in the MULTI PYMT field.

The AP clerk can also indicate whether the last payment will be held or not. If the last payment is designated to be held, the AP clerk will have to release it on the *Held Document (HDR)* screen before it can be paid. Type **R** in the ACT field on *HDR* screen and press Enter to release the last payment.

Some agencies hold the last payment as a reminder that a new agreement may need to be negotiated and/or entered in the NCAS.

The following procedures demonstrate how to set up the different types of multiple payments:

- **Procedure 10: Entering Recurring Payments**
- **Procedure 11: Entering Variable Payments**
- **Procedure 12: Entering Multiple Payments**

Handling Code

If the HANDLING CODE field is left blank, the system will pay the invoice when it is due and extract the information for the General Ledger. The AP clerk can use this field to suspend, hold, force, and prepare separate payments.

- **Suspend:** This option will hold the payment until the agency chooses to release it. The accounting data will not be extracted to the General Ledger. To suspend a payment, type **S** in the HANDLING CODE field.

NOTES

- **Hold:** This option will hold the payment until the agency chooses to release it, but the accounting data is extracted to the General Ledger. To hold a payment, type **H** in the HANDLING CODE field.
- **Force:** This will cause the invoice to be paid in the next check cycle, regardless of the Payment Due Date or Payment Terms. To force a payment, type **F** in the HANDLING CODE field.
- **Prepare separate payments:** Normally, the NCAS generates one total payment for all invoices from the same vendor that are due in the current cycle. To have the system generate a separate check for the invoice, type **1** in the HANDLING CODE field.

  🗁 This option can be used in conjunction with suspend, hold, or force. For example, if you type **H1** in the HANDLING CODE field the system will hold the invoice until you release it and then generate a separate check for this invoice.

The handling code can be used for all types of documents. For direct invoices, the desired handling code is entered in the HANDLING CODE field on the *Invoice Worksheet 2 (IWS-2T)* screen. For matching invoices, the desired handling code is entered in the HANDLING field on the *Invoice Matching (IMP)* screen. For employee advances, the desired handling code is entered in the HANDLING CODE field on the *Employee Advance Request (EAR)* screen. For employee reimbursements, the desired handling code is entered in the HND field on the *Employee Worksheet 2 (EWS-2T)* screen.

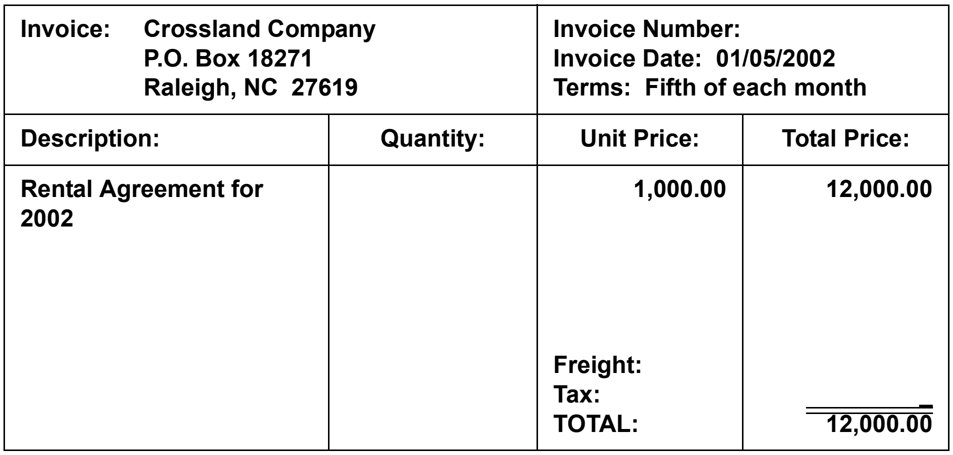
WALKTHROUGH: Setting Up an Invoice for Multiple Payments

SCENARIO

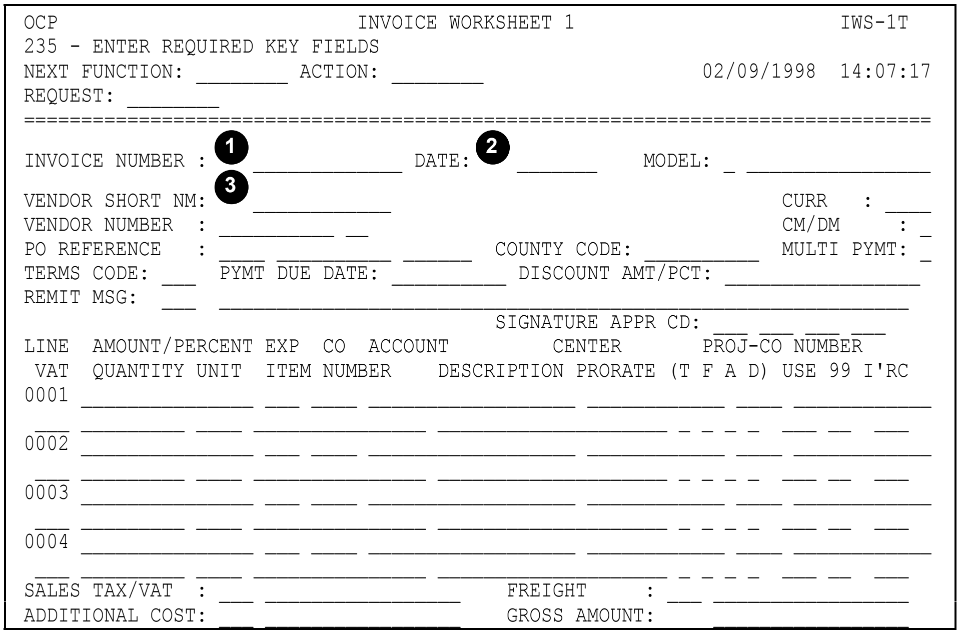
Your agency has an annual rental agreement with Crossland Company. You are to make equal payments on the fifth of each month during the calendar year of 2002. You want to make sure that this payment prints out separately from any other payment for this vendor. The accounting distribution for this line is XX01-532512-10001000.

Your agency's internal policy is to set up a multiple payment invoice for rent payments. You need to set up an invoice in the NCAS to pay the first six months of this invoice since the fiscal year ends in June. You also want to put the last payment on hold to remind yourself to set up a multiple payment invoice for the second six months in fiscal year 2003.

NOTES



Invoice: Crossland Company P.O. Box 18271 Raleigh, NC 27619		**Invoice Number: Invoice Date: 01/05/2002 Terms: Fifth of each month**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Rental Agreement for 2002		**1,000.00**	**12,000.00**
		Freight: Tax: TOTAL:	** _ 12,000.00**



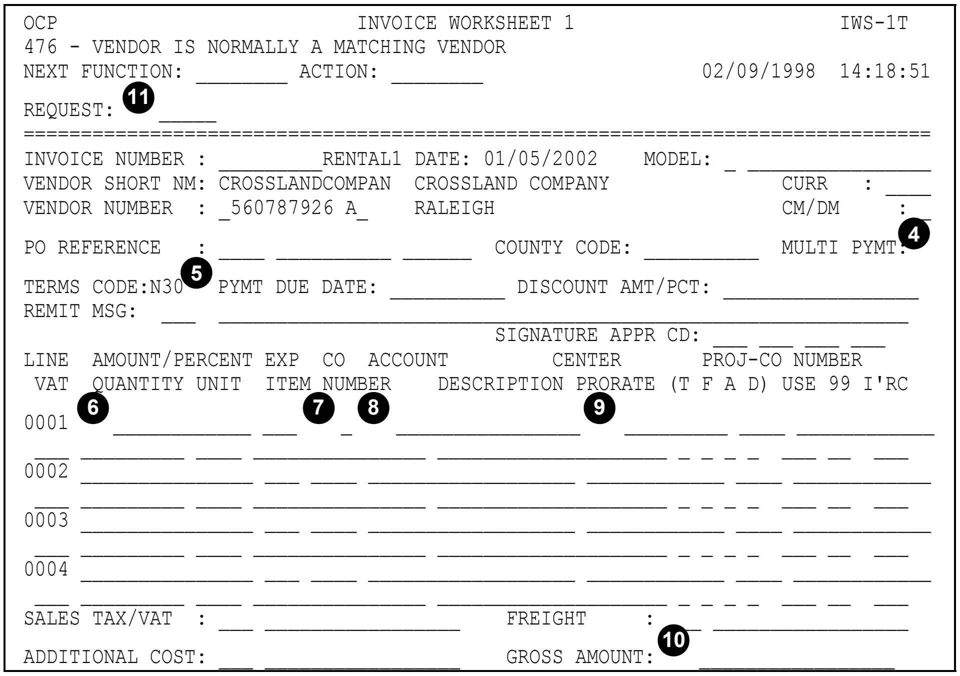
```
OCP                        INVOICE WORKSHEET 1                      IWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                 02/09/1998  14:07:17
REQUEST: ________
===============================================================================
INVOICE NUMBER : ① _____________ DATE: ② _______    MODEL: _ ________________
VENDOR SHORT NM: ③ ____________                              CURR    : ____
VENDOR NUMBER  : __________ __                               CM/DM      : _
PO REFERENCE   : ____ __________ ______ COUNTY CODE: __________ MULTI PYMT: _
TERMS CODE: ___  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___  ______________________________________________________________
                                       SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER      PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001 _______________ ___ ____ __________________ ____________ _____ ____________
 ___ _________ ____ ______________ ____________________ _ _ _ _  ___ __  ___
0002 _______________ ___ ____ __________________ ____________ _____ ____________
 ___ _________ ____ ______________ ____________________ _ _ _ _  ___ __  ___
0003 _______________ ___ ____ __________________ ____________ _____ ____________
 ___ _________ ____ ______________ ____________________ _ _ _ _  ___ __  ___
0004 _______________ ___ ____ __________________ ____________ _____ ____________
 ___ _________ ____ ______________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : ___ _________________    FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________    GROSS AMOUNT:     _________________
```

1. Type **Rental1** in the INVOICE NUMBER field.

2. Type **010502** in the DATE field.

3. Type **Crossland@** in the VENDOR SHORT NM field and press Enter to obtain the vendor number. The message **476: VENDOR IS NORMALLY A MATCHING VENDOR** will be displayed. Press Enter to override message and continue processing the document. Since there is only one Crossland in the vendor file, the information automatically defaults into the *IWS-1T* screen.

NOTES



```
OCP                          INVOICE WORKSHEET 1                      IWS-1T
476 - VENDOR IS NORMALLY A MATCHING VENDOR
NEXT FUNCTION: ________ ACTION: ________                   02/09/1998  14:18:51
REQUEST: _____
===============================================================================
INVOICE NUMBER : ________RENTAL1 DATE: 01/05/2002    MODEL: _ ________________
VENDOR SHORT NM: CROSSLANDCOMPAN  CROSSLAND COMPANY                CURR   : ____
VENDOR NUMBER  : _560787926 A_    RALEIGH                          CM/DM    : _
PO REFERENCE   : ____ __________ ______  COUNTY CODE: __________  MULTI PYMT: _
TERMS CODE:N30  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: ________________
REMIT MSG:  ___  ____________________________________________________________
                                          SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001  ______________ ___ ____ ________________ ____________ ____ ____________
 ___ _________ ___ ______________ ___________________ _ _ _ _  ___ __  ___
0002  ______________ ___ ____ ________________ ____________ ____ ____________
 ___ _________ ___ ______________ ___________________ _ _ _ _  ___ __  ___
0003  ______________ ___ ____ ________________ ____________ ____ ____________
 ___ _________ ___ ______________ ___________________ _ _ _ _  ___ __  ___
0004  ______________ ___ ____ ________________ ____________ ____ ____________
 ___ _________ ___ ______________ ___________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : ___ _________________   FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________   GROSS AMOUNT:     _________________
```

4. Type **Y** in the MULTI PYMT field to indicate that the recurring payments will be set up for this invoice.

5. Delete the terms code from the TERMS CODE field.

   🗁 There is no sales tax associated with this rental agreement, so the county code is not required.

6. At the 0001 line, type **6000.00** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.

   🗁 You will enter the total of all payments on the invoice line. You only want to encumber funds for the payments in this fiscal year so you will only enter the payments for January through June.

7. Type **XX01** in the CO field.

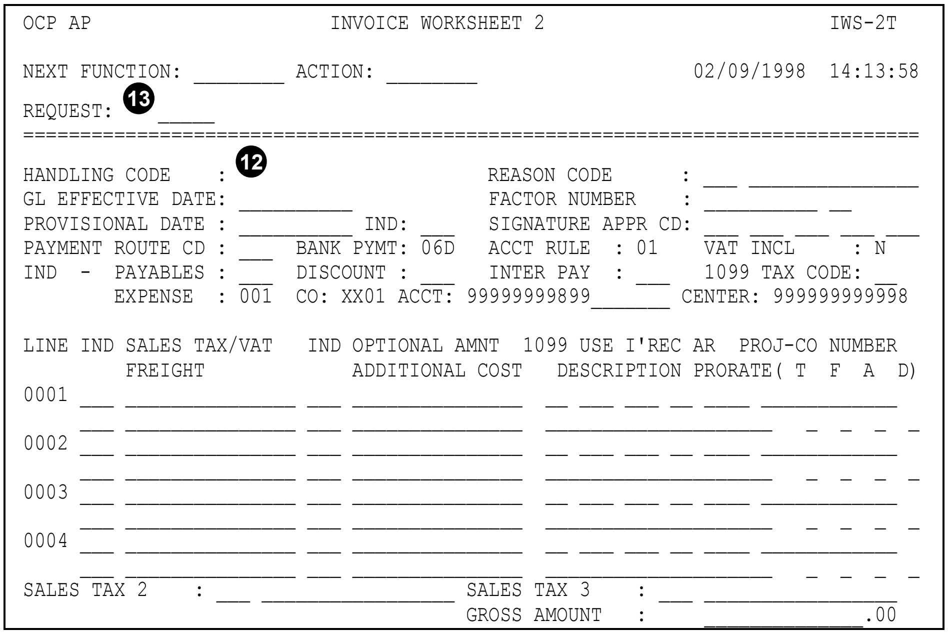
8. Type **532512** in the ACCOUNT field.

9. Type **10001000** in the CENTER field.

10. Type **6000.00** in the GROSS AMOUNT field.

11. Type **R** in the REQUEST field and press Enter to access the *Invoice Worksheet 2 (IWS-2T)* screen.

NOTES



```
OCP AP                     INVOICE WORKSHEET 2                        IWS-2T

NEXT FUNCTION: ________ ACTION: ________                   02/09/1998  14:13:58
REQUEST:  _____
================================================================================
HANDLING CODE    :                        REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________             FACTOR NUMBER    : __________ __
PROVISIONAL DATE : __________ IND: ___    SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BANK PYMT: 06D    ACCT RULE  : 01    VAT INCL     : N
IND  -  PAYABLES : ___  DISCOUNT : ___    INTER PAY  : ___   1099 TAX CODE: __
        EXPENSE  : 001  CO: XX01 ACCT: 99999999899_______ CENTER: 999999999998

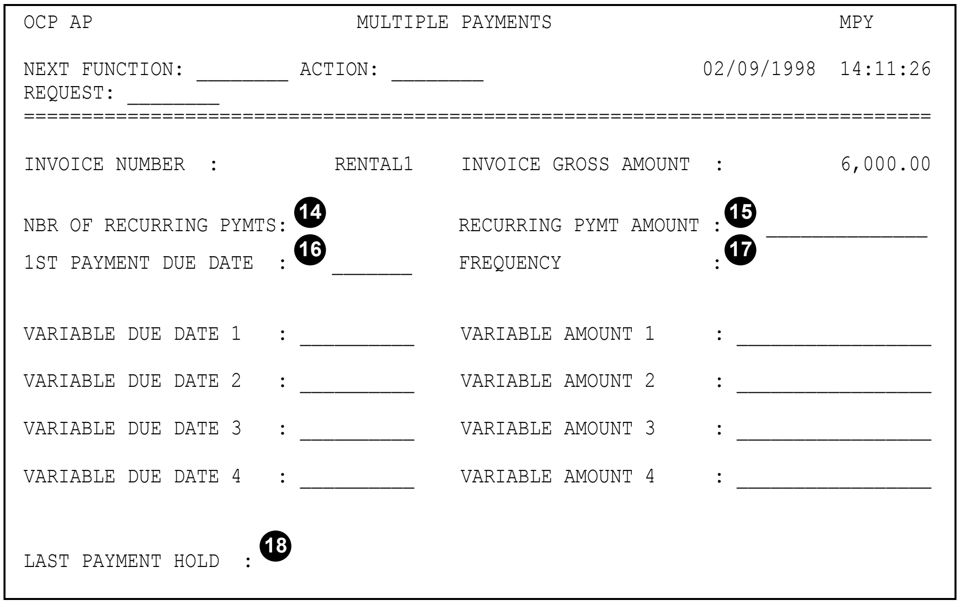
LINE IND SALES TAX/VAT   IND OPTIONAL AMNT  1099 USE I'REC AR  PROJ-CO NUMBER
         FREIGHT             ADDITIONAL COST   DESCRIPTION PRORATE( T  F  A  D)
0001 ___ _______________ ___ _______________  __ ___ ___ __ ____ ____________
     ___ _______________ ___ _______________  ____________________   _  _  _  _
0002 ___ _______________ ___ _______________  __ ___ ___ __ ____ ____________
     ___ _______________ ___ _______________  ____________________   _  _  _  _
0003 ___ _______________ ___ _______________  __ ___ ___ __ ____ ____________
     ___ _______________ ___ _______________  ____________________   _  _  _  _
0004 ___ _______________ ___ _______________  __ ___ ___ __ ____ ____________
     ___ _______________ ___ _______________  ____________________   _  _  _  _
SALES TAX 2    : ___ _________________ SALES TAX 3    : ___ _________________
                                       GROSS AMOUNT   :     ______________.00
```

12. Type **1** in the HANDLING CODE field to indicate that you want this payment to print on a separate check from any other payment to this vendor.

    🗁 By entering a 1 in the HANDLING CODE field, you ensure a separate check will be generated for this invoice. Usually the NCAS groups all invoices due for payment to the same vendor during the check cycle for your paying entity onto one check.

13. Type **NEXT** or **N** in the REQUEST field and press Enter to balance the document and access the *Multiple Payments (MPY)* screen.

NOTES



```
OCP AP                        MULTIPLE PAYMENTS                        MPY

NEXT FUNCTION: ________ ACTION: ________                 02/09/1998  14:11:26
REQUEST: ________
==============================================================================

INVOICE NUMBER  :          RENTAL1    INVOICE GROSS AMOUNT  :          6,000.00

NBR OF RECURRING PYMTS:               RECURRING PYMT AMOUNT :   ______________
1ST PAYMENT DUE DATE  :   _______     FREQUENCY             :


VARIABLE DUE DATE 1   : __________    VARIABLE AMOUNT 1     : _________________

VARIABLE DUE DATE 2   : __________    VARIABLE AMOUNT 2     : _________________

VARIABLE DUE DATE 3   : __________    VARIABLE AMOUNT 3     : _________________

VARIABLE DUE DATE 4   : __________    VARIABLE AMOUNT 4     : _________________


LAST PAYMENT HOLD  :
```

14. On the *MPY* screen, type **6** in the NBR OF RECURRING PYMTS field.

15. Type **1000.00** in the RECURRING PYMT AMOUNT field.

16. Type **010502** in the 1ST PAYMENT DUE DATE field.

    This date should correspond to the General Ledger effective date for this invoice.

17. Type **M** in the FREQUENCY field to indicate that the payments will be made monthly.

18. Type **H** in the LAST PAYMENT HOLD field to indicate that the last payment will be held.

    Putting the last payment on hold requires the AP clerk to release the payment. This means the check will not automatically print in June. You may do this to remind yourself that a contract has ended and a new one may need to be agreed upon and entered into the NCAS. Or in the case of this scenario, you want to remind yourself to set up a new invoice for multiple payments to complete this contract in the next year fiscal year (i.e., 2003).

19. Press Enter to complete the document.

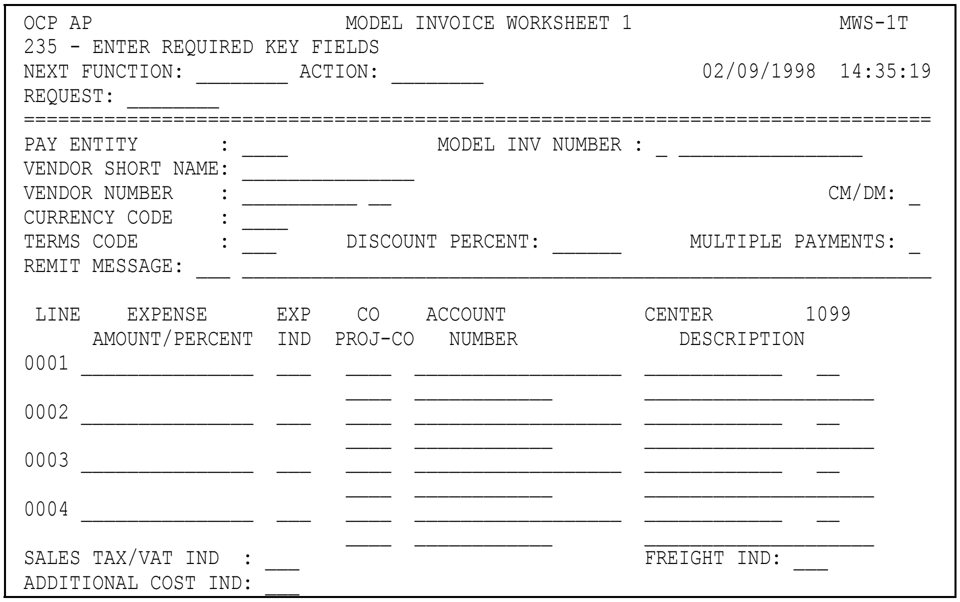
Using Document Models

NOTES

When entering direct invoices, you can save keystrokes by using a document model. A **document model** is a template — or skeleton of a document — that can be stored and retrieved. Models save time and reduce typing errors for regularly processed invoices with repetitive information.

Document models can be created for an invoice or an employee expense. The *Model Invoice Worksheet 1 (MWS-1T)* screen is:

- Used to enter and maintain document models
- Used to create models for invoices or employee expenses paid on a regular basis
- Almost identical to the *Invoice Worksheet 1 (IWS-1T)* screen except that the *MWS-1T* screen is used for future invoices
- Divided into six screens (like the *IWS-1T* screen) consisting of three windows with top and bottom views. Type **R** (right), **L** (left), **U** (up), **D** (down) in the REQUEST field and press Enter to navigate through the screens.



```
OCP AP                      MODEL INVOICE WORKSHEET 1                 MWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                 02/09/1998  14:35:19
REQUEST: ________
==============================================================================
PAY ENTITY       : ____             MODEL INV NUMBER : _ ________________
VENDOR SHORT NAME: _______________
VENDOR NUMBER    : __________ __                                     CM/DM: _
CURRENCY CODE    : ____
TERMS CODE       : ___      DISCOUNT PERCENT: ______      MULTIPLE PAYMENTS: _
REMIT MESSAGE: ___ ___________________________________________________________

 LINE    EXPENSE      EXP    CO    ACCOUNT           CENTER        1099
     AMOUNT/PERCENT  IND  PROJ-CO   NUMBER              DESCRIPTION
0001 _______________  ___    ____  __________________  ____________   __
                             ____  ____________        ____________________
0002 _______________  ___    ____  __________________  ____________   __
                             ____  ____________        ____________________
0003 _______________  ___    ____  __________________  ____________   __
                             ____  ____________        ____________________
0004 _______________  ___    ____  __________________  ____________   __
                             ____  ____________        ____________________
SALES TAX/VAT IND  : ___                               FREIGHT IND: ___
ADDITIONAL COST IND: ___
```

There are four types of models:

- A **vendor model** is used only for a specific vendor or employee (e.g., utility bills). Required fields are VENDOR SHORT NAME or VENDOR NUMBER, PAY ENTITY, and MODEL INV NUMBER.
- A **paying entity model** is used for an invoice or employee expense through a given paying entity. Required fields are PAY ENTITY and MODEL INV NUMBER.

NOTES

- A **global model** is used to create an invoice or employee reimbursement for all paying entities. (Note that this type of model will probably not be used in the NCAS.)
- A **copy document model** is used to create an invoice or employee expense by copying an existing one. This feature can be used when an AP clerk wants to avoid reentering a document that needs to be canceled and processed again. The paying entity, vendor number, and invoice date *must* be the same on the new document, but the invoice number *must* be different.

In order to inquire on models, type **DCL** in the NEXT FUNCTION field and press Enter to access the *Document List (DCL)* screen. To indicate that a document is a model, the word " MODEL" is displayed in the STATUS field on the *DCL* screen. (Note that global models are not listed on the *DCL* screen.)

The following procedures demonstrate how to use each of the four model types correctly:

- **Procedure 13: Establishing a Vendor Model**
- **Procedure 14: Establishing a Paying Entity Model**
- **Procedure 15: Retrieving a Model**
- **Procedure 16: Copying a Document**
- **Procedure 17: Changing a Model**
- **Procedure 18: Deleting a Model**

WALKTHROUGH: Establishing a Vendor Model

SCENARIO

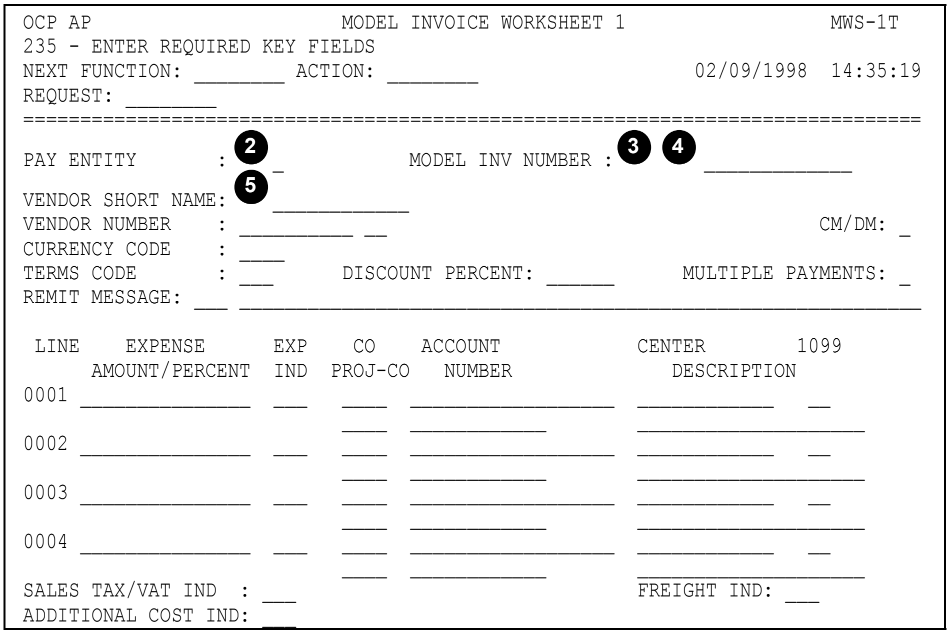
Your agency has repeated dealings with North Boulevard Cleaners. The terms code for this vendor is net 30. The descriptions and accounting distributions for the three most repeated invoice lines are:

1 - XX01 533510 10002000 Shirts
2 - XX01 533510 10001000 Pants
3 - XX01 533510 10001005 Overalls

Establish a vendor model for North Boulevard Cleaners.

1. Type **MWS** in the NEXT FUNCTION field and press Enter to access the *Model Invoice Worksheet 1 (MWS-1T)* screen.

NOTES



```
OCP AP                      MODEL INVOICE WORKSHEET 1                 MWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                  02/09/1998  14:35:19
REQUEST: ________
===============================================================================

PAY ENTITY       :   _          MODEL INV NUMBER :       _____________

VENDOR SHORT NAME:   ____________
VENDOR NUMBER    : __________ __                                   CM/DM: _
CURRENCY CODE    : ____
TERMS CODE       : ___      DISCOUNT PERCENT: ______     MULTIPLE PAYMENTS: _
REMIT MESSAGE: ___ ____________________________________________________________

 LINE    EXPENSE      EXP    CO    ACCOUNT            CENTER        1099
      AMOUNT/PERCENT  IND  PROJ-CO   NUMBER              DESCRIPTION
0001 _______________  ___   ____  __________________  ____________   __
                            ____  ____________        ____________________
0002 _______________  ___   ____  __________________  ____________   __
                            ____  ____________        ____________________
0003 _______________  ___   ____  __________________  ____________   __
                            ____  ____________        ____________________
0004 _______________  ___   ____  __________________  ____________   __
                            ____  ____________        ____________________
SALES TAX/VAT IND  : ___                              FREIGHT IND: ___
ADDITIONAL COST IND: ___
```

2. Type **your paying entity (XXPT)** in the PAY ENTITY field.
3. Type **V** for *vendor model* in the first blank of the MODEL INV NUMBER field.
4. Type the model number **(122model)** in the second blank of the MODEL INV NUMBER field.

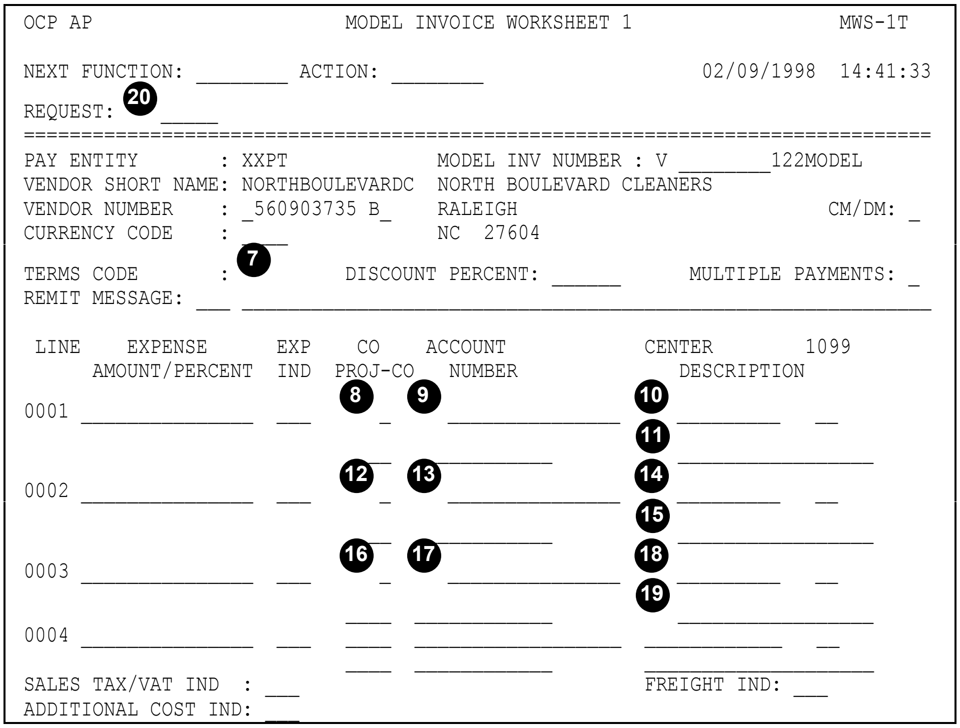
   🗁 Note that model numbers are determined by your agency.

5. Type **NORTHBOUL@** in the VENDOR SHORT NAME field.

   🗁 If you know the vendor number, you can type the **vendor's number** in the VENDOR NUMBER field.

6. Press Enter to verify the information.

NOTES



```
OCP AP                       MODEL INVOICE WORKSHEET 1                 MWS-1T

NEXT FUNCTION: ________ ACTION: ________                 02/09/1998  14:41:33
REQUEST: _____
=============================================================================
PAY ENTITY       : XXPT              MODEL INV NUMBER : V ________122MODEL
VENDOR SHORT NAME: NORTHBOULEVARDC   NORTH BOULEVARD CLEANERS
VENDOR NUMBER    : _560903735 B_     RALEIGH                          CM/DM: _
CURRENCY CODE    : ____              NC  27604
TERMS CODE       : ___       DISCOUNT PERCENT: ______     MULTIPLE PAYMENTS: _
REMIT MESSAGE: ___ ___________________________________________________________

 LINE    EXPENSE      EXP   CO    ACCOUNT            CENTER        1099
     AMOUNT/PERCENT   IND  PROJ-CO  NUMBER              DESCRIPTION
0001 ______________   ___  ____ _______________ ____________   __
                           ____ ____________    _________________
0002 ______________   ___  ____ _______________ ____________   __
                           ____ ____________    _________________
0003 ______________   ___  ____ _______________ ____________   __
                           ____ ____________    _________________
0004 ______________   ___  ____ _______________ ____________   __
                           ____ ____________    _________________
SALES TAX/VAT IND  : ___                        FREIGHT IND: ___
ADDITIONAL COST IND: ___
```

Depending on the purpose of the model, you may wish to enter more or less information. In this scenario, you will enter the terms code, the item descriptions and the accounting distributions.

7. Type **N30** in the TERMS CODE field.

   🗁 If you do not know the code for the applicable payment terms, you can look it up on the *Payment Terms Code List (PTL)* screen. Look up the code before you create the model.

8. At the 0001 line, type **XX01** in the CO field.
9. Type **533510** in the ACCOUNT field.
10. Type **10002000** in the CENTER field.
11. Type **Shirts** in the DESCRIPTION field.
12. At the 0002 line, type **XX01** in the CO field.

    🗁 The symbol **“** can be used to duplicate the field from the preceding line of the model. This can be used in any field except the AMOUNT/PERCENT field.

13. Type **533510** in the ACCOUNT field.
14. Type **10001000** in the CENTER field.

NOTES

15. Type **Pants** in the DESCRIPTION field.
16. At the 0003 line, type **XX01** in the CO field.
17. Type **533510** in the ACCOUNT field.
18. Type **10001005** in the CENTER field.
19. Type **Overalls** in the DESCRIPTION field.
20. Type **N** or **NEXT** in the REQUEST field and press Enter to establish this model in the NCAS for your paying entity. A blank *MWS-1T* screen appears.

The following walkthrough demonstrates how to retrieve and use a vendor model.

WALKTHROUGH: Retrieving a Vendor Model

SCENARIO

You have received the following invoice from North Boulevard Cleaners. Use the vendor model you established in the previous scenario to process this invoice.

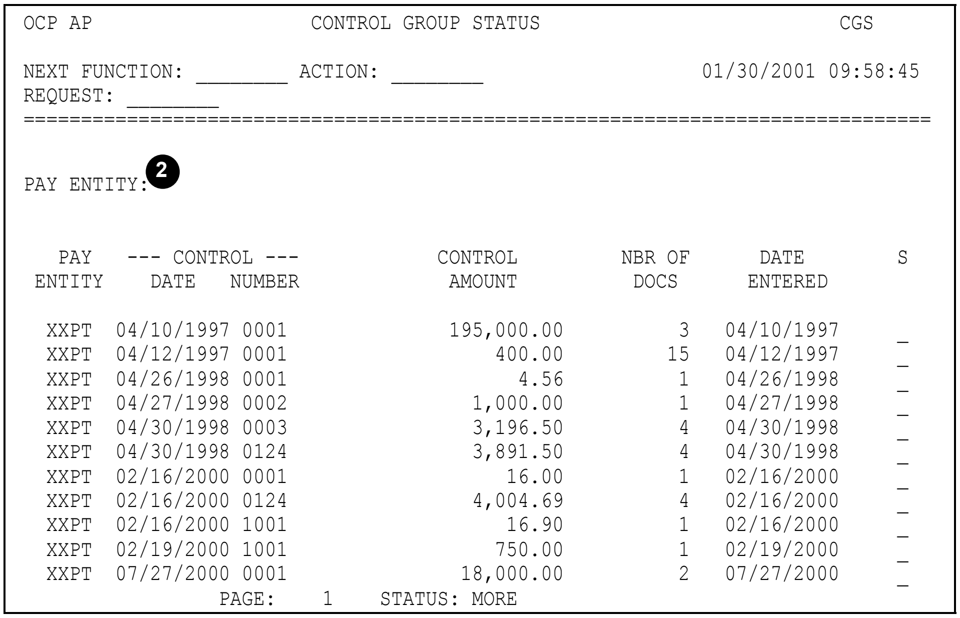
The vendor model number is **122model**.

Invoice: North Boulevard Cleaners **5141 New Hope Road** **Raleigh, NC 27604**		**Invoice Number: 532100965** **Invoice Date: 01/11/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Shirts	**10**	**1.00**	**10.00**
Pants	**10**	**3.00**	**30.00**
Overalls	**5**	**5.00**	**25.00**
		Freight:	
		Tax:	**-**
		TOTAL:	**65.00**

🗁 You are currently on the *MWS* screen. To process a direct invoice, you must access the *IWS-1T* screen. The *IWS-1T* screen can only be accessed through a control group.

NOTES

1. Type **CGS** in the NEXT FUNCTION field and press Enter to access the *Control Group Status (CGS)* screen. The *CGS* screen lists outstanding control groups (i.e., control groups that have not been balanced) created for a particular paying entity.



```
OCP AP                   CONTROL GROUP STATUS                         CGS

NEXT FUNCTION: ________ ACTION: ________                 01/30/2001 09:58:45
REQUEST: ________
===============================================================================

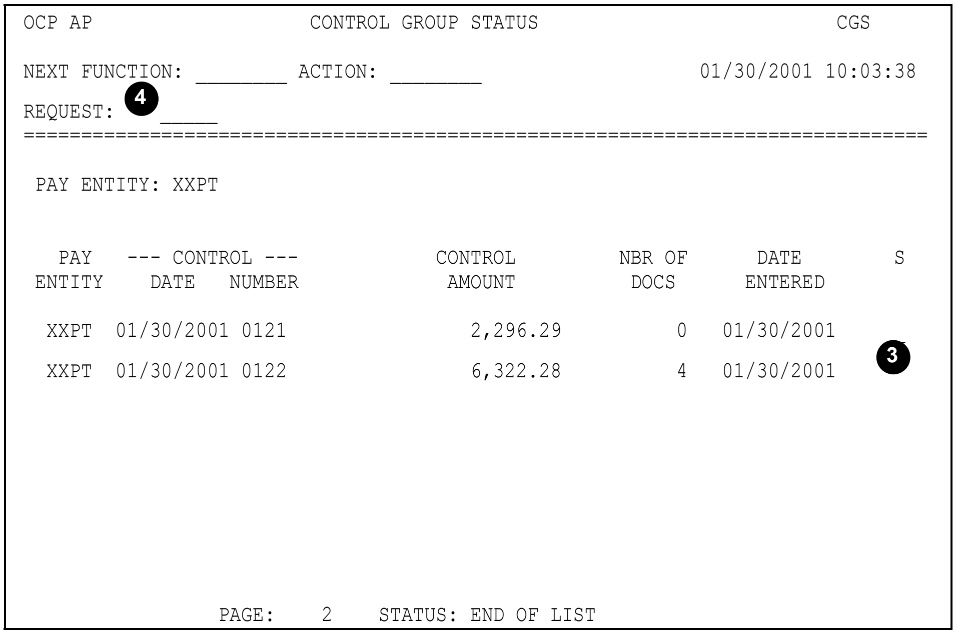
PAY ENTITY:②


  PAY   --- CONTROL ---            CONTROL         NBR OF       DATE        S
 ENTITY    DATE   NUMBER            AMOUNT          DOCS       ENTERED

  XXPT  04/10/1997 0001           195,000.00          3    04/10/1997     _
  XXPT  04/12/1997 0001               400.00         15    04/12/1997     _
  XXPT  04/26/1998 0001                 4.56          1    04/26/1998     _
  XXPT  04/27/1998 0002             1,000.00          1    04/27/1998     _
  XXPT  04/30/1998 0003             3,196.50          4    04/30/1998     _
  XXPT  04/30/1998 0124             3,891.50          4    04/30/1998     _
  XXPT  02/16/2000 0001                16.00          1    02/16/2000     _
  XXPT  02/16/2000 0124             4,004.69          4    02/16/2000     _
  XXPT  02/16/2000 1001                16.90          1    02/16/2000     _
  XXPT  02/19/2000 1001               750.00          1    02/19/2000     _
  XXPT  07/27/2000 0001            18,000.00          2    07/27/2000     _
                 PAGE:    1    STATUS: MORE
```

2. Type **your paying entity (XXPT)** in the PAY ENTITY field and press Enter to access a list of control groups for this paying entity.

NOTES



```
OCP AP                 CONTROL GROUP STATUS                         CGS

NEXT FUNCTION: ________ ACTION: ________               01/30/2001 10:03:38
REQUEST:    _____
===============================================================================

 PAY ENTITY: XXPT


   PAY    --- CONTROL ---            CONTROL         NBR OF      DATE        S
 ENTITY    DATE   NUMBER              AMOUNT          DOCS      ENTERED

  XXPT  01/30/2001 0121              2,296.29           0   01/30/2001

  XXPT  01/30/2001 0122              6,322.28           4   01/30/2001









                  PAGE:    2    STATUS: END OF LIST
```

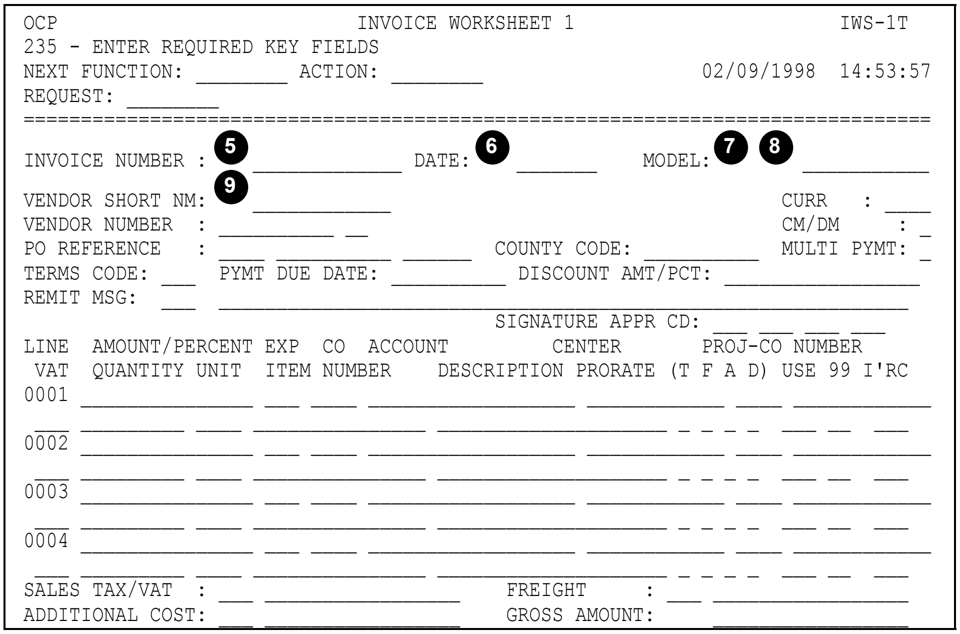
3. Type **S** in the S (SELECT) field to *select* control group 122.

4. Type **3** in the REQUEST field and press Enter to access a blank *Invoice Worksheet (IWS-1T)* screen in control group 122.

After selecting a specific control group on the *CGS* screen, you can access the following screens within that control group by typing:

1	The *Control Document Entry (CDE)* screen to view the control group header information for the specific control group
3	The *Invoice Worksheet (IWS-1T)* screen to process direct invoices
4	The *Invoice Matching (IMP)* screen to process matching invoices
5	The *Employee Worksheet (EWS-1T)* screen to process employee transactions
6	The *Document Level Comments (DLC)* screen to add comments to a document
8	The *Control Entry Status (CES)* screen to view a list of the documents already entered in the control group

NOTES



```
OCP                         INVOICE WORKSHEET 1                      IWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                 02/09/1998  14:53:57
REQUEST: ________
==============================================================================
INVOICE NUMBER :    _____________ DATE:   _______     MODEL:      ___________
VENDOR SHORT NM:    ____________                            CURR    : ____
VENDOR NUMBER  : __________ __                              CM/DM     : _
PO REFERENCE   : ____ __________ ______  COUNTY CODE: __________ MULTI PYMT: _
TERMS CODE: ___  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: ________________
REMIT MSG:  ___  ____________________________________________________________
                                          SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0002 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0003 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0004 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : ___ _________________    FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________    GROSS AMOUNT:     _________________
```

To retrieve your vendor model for North Boulevard Cleaners, do the following:

5. Type **532100965** in the INVOICE NUMBER field.

6. Type **011102** in the DATE field.

7. Type **V** for *vendor entity* in the first blank of the MODEL field.

8. Type **122model** in the second blank of the MODEL field.

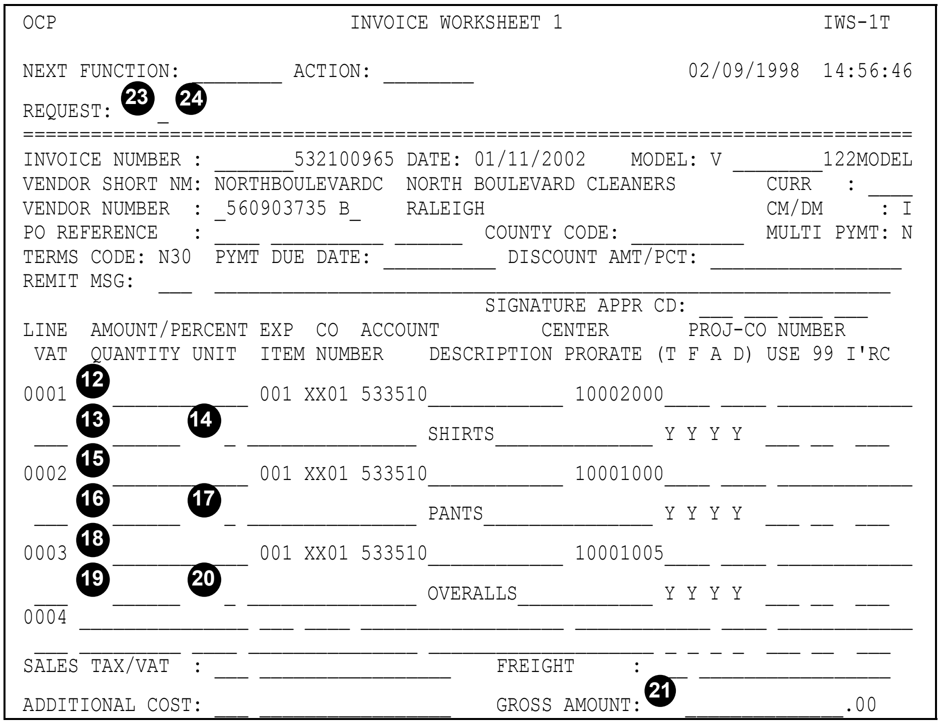
9. Type **NORTHBOUL@** in the VENDOR SHORT NM field.

   If you know the vendor's number, you can type it in the VENDOR NUMBER field instead of using the VENDOR SHORT NM field.

10. Press Enter to retrieve the model information.

    The vendor number defaults to the VENDOR NUMBER field.

NOTES



```
OCP                              INVOICE WORKSHEET 1                     IWS-1T

NEXT FUNCTION: ________ ACTION: ________                  02/09/1998  14:56:46
REQUEST:   _
==============================================================================
INVOICE NUMBER : _______532100965 DATE: 01/11/2002    MODEL: V _______122MODEL
VENDOR SHORT NM: NORTHBOULEVARDC  NORTH BOULEVARD CLEANERS       CURR   : ____
VENDOR NUMBER  : _560903735 B_    RALEIGH                        CM/DM     : I
PO REFERENCE   : ____ __________ ______  COUNTY CODE: __________ MULTI PYMT: N
TERMS CODE: N30  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___  ____________________________________________________________
                                        SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC

0001  ____________ 001 XX01 533510____________ 10002000____ ____ ____________

 ___  ______    _ _______________ SHIRTS_____________ Y Y Y Y  ___ __  ___

0002  ____________ 001 XX01 533510____________ 10001000____ ____ ____________

 ___  ______    _ _______________ PANTS______________ Y Y Y Y  ___ __  ___

0003  ____________ 001 XX01 533510____________ 10001005____ ____ ____________

 ___  ______    _ _______________ OVERALLS____________ Y Y Y Y  ___ __  ___
0004 _______________ ___ ____ _________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : ___ _________________    FREIGHT     : ___ _________________

ADDITIONAL COST: ___ _________________    GROSS AMOUNT:   ______________.00
```

- You do not have to enter a county code because this transaction does not involve sales tax.
- The terms code indicator (which represents the payment due date) has defaulted to the TERMS CODE field. The TERMS CODE field can be overridden or deleted and a date can be entered in the PYMT DUE DATE field.
- The accounting distributions and descriptions have defaulted to the invoice.

11. Verify that the correct payment terms have defaulted into the TERMS CODE field.

12. At the 0001 line, type **10.00** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.

13. Type **10** in the QUANTITY field.

14. Type **EA** (eaches) in the UNIT field.

    🗁 The code used for the UNIT field can be found on the *Unit of Measure List (UML)* screen. Eaches is a unit of measure unique to North Carolina and is used to measure items that are purchased individually.

15. At the 0002 line, type **30.00** in the AMOUNT/PERCENT field to indicate the amount of the second line of the invoice.

NOTES

16. Type **10** in the QUANTITY field.

17. Type **EA** (eaches) in the UNIT field.

18. At the 0003 line, type **25.00** in the AMOUNT/PERCENT field to indicate the amount of the third line of the invoice.

19. Type **5** in the QUANTITY field.

20. Type **EA** (eaches) in the UNIT field.

21. Type **65.00** in the GROSS AMOUNT field to identify the total amount of the invoice. Delete the zeros at the end of the field.

22. Press [Enter] to display all the defaults on the *IWS-1T* screen.

    Note the defaults in the T, F, A and D fields for both lines. Because this invoice does not involve tax, freight, additional cost or discount, you do not have to change the defaults in these fields.

23. Type **NEXT** or **N** in the REQUEST field and press [Enter] to balance the document. A blank *Invoice Worksheet 1 (IWS-1T)* screen appears.

You have completed keying in the fifth document in control group 122. Once you have entered all the documents in a control group, you must balance the control group.

24. Type **BAL** in the REQUEST field and press [Enter] to balance the current control group. The *Control Document Entry (CDE)* screen appears with the following message: **200-ENTER CONTROL GROUP INFORMATION**. The message indicates that control group 122 has balanced. If desired, you can now enter another control group.

    Sometimes control groups do not balance or you may forget to balance a control group. You will learn how to balance such outstanding control groups later in this course in the *Maintaining AP Documents* section.

Processing Matching Invoices

Adding and Changing Vendors
Creating Control Groups
Processing Direct Invoices
Processing Matching Invoices
Processing Employee Transactions
Handling Special AP Processes
Maintaining AP Documents
Reviewing AP Information

Overview

A **matching invoice** references a purchase order that was issued to the vendor at the time the order was placed. The information on the invoice is *matched* to the information on the purchase order online. This section explains how matching invoices are processed in the NCAS.

This section will first explain how to enter a matching invoice in the NCAS. Then the section will demonstrate how to handle more complex issues associated with matching invoices. These issues involve applying some matching concepts, processing exceptions, obtaining signature verification for invoices, converting units of measure, adjusting payments, and manually closing PO lines.

Entering Matching Invoices

Matching invoices are processed on the *Invoice Matching (IMP)* and the *Invoice Line Audit (ILA)* screen. The NCAS also allows you to apply debit or credit memos against matching invoices. To verify invoice information, the AP clerk must use purchasing inquiry screens to look up the purchase order.

Applying Key Matching Concepts

To facilitate the processing of matching invoices, an AP clerk needs to understand the following two key matching concepts.

- **Payment Basis**

  The conditions under which a matching invoice may be paid is referred to as the **payment basis**. North Carolina uses four different payment bases for invoices:

  — Purchase order

  — Signature

  — Receipt

  — Inspection

NOTES

- **Base Permit-to-Pay**

  The **base permit-to-pay** (PTP) is an extended value calculated by the NCAS for each PO line. The PTP is the maximum amount that may be paid for the matching invoice or invoice line.

Processing Exceptions

If the difference between the information on the invoice and the PO is not within a predetermined acceptable range, a matching exception occurs. Since NCAS audits the information on both the invoice header and the invoice line, two types of exceptions can occur:

- **Invoice header exceptions** occur when the difference between the information on the PO header and invoice header is not within the acceptable range.
- **Invoice line exceptions** occur when the difference between the information on the PO line and the invoice line is not within the acceptable range.

The NCAS will not allow further processing of the invoice until the exception has been resolved. Processing an exception requires the AP clerk to do two things:

- Respond to the exception message
- Apply the buyer's instructions to clear the exception

Obtaining Signature Verification

Generally, invoices for services cannot be paid without the requester's signature, which verifies that the invoiced services have actually been received. The NCAS holds an invoice that requires signature approval until the necessary signature is obtained. Once the signature is obtained, the AP clerk can release the invoice for payment.

Converting Units of Measure

Occasionally, a vendor's invoice may show a different quantity and unit of measure than those specified on the PO line. In this case, the AP clerk must determine and indicate the relationship that will allow one unit of measure to be converted to another.

Adjusting Payments

When an agency returns goods to a vendor, the AP clerk needs to appropriately adjust the vendor's invoice and payment. Generally, payment is adjusted by issuing a debit memo against the invoice or by applying a credit memo to that invoice.

Manually Closing PO Lines

NOTES

Once a PO line has been fully invoiced, the system automatically closes the PO line to invoicing. Closing the PO line prevents additional invoices from being matched against that line. Under certain circumstances, the PO line does not automatically close after the invoice has been matched. In these cases, the AP clerk needs to manually close the PO line to invoicing.

Entering Matching Invoices

Overview

Matching invoices are entered on the *Invoice Matching (IMP)* screen. The top portion of the screen resembles the top portion of an invoice. It includes:

- Invoice number
- Vendor information
- Purchase order number
- Amount totals

After the top portion is completed, you can access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays the purchase order information that was issued in the purchasing system at the time the order was placed. The PO information online must be matched to the information on the invoice.

The following information about the invoice must be verified and corrected if there are any discrepancies:

- **AP ATTN Field**

  It is vital that you check the AP ATTN field to determine if the buyer has sent any comments. If the buyer has left notes you should read prior to matching to a PO line, the AP ATTN field for the line will display “yes”. To access these notes, type **C** (comments) in the select field for the PO line. The *PO Comment Inquiry (PCI)* screen is displayed. Press Enter to list the comments for this PO line, and type **Back** in the NEXT FUNCTION field to return back to the *ILA* screen. The list begins with the first comment for the PO line. In addition to AP attention notes, comments may also include instructions to be printed on the PO. Therefore, you might want to make it a practice in your organization to begin all AP attention notes with a standard comment sequence number (such as 001 or 100). That way, the AP notes may be easily located and reviewed.

NOTES

- **Vendor's Remit-to Address**

  It is important to validate that the vendor's remit-to address is correct. The *Remit to Vendor Setup (VRS)* screen displays detailed information about the vendor, including the vendor's remit-to address.

- **Quantity**

  The *Invoice Line Audit (ILA)* screen displays the purchase order quantity. This quantity must match the invoice quantity and any discrepancies must be corrected. Discrepancies can cause funds to be unencumbered or PO lines to be closed to invoicing.

- **Amount**

  The *Invoice Line Audit (ILA)* screen also displays the purchase order amount. This amount must match the invoice amount. Discrepancies must be corrected in order to ensure accurate payment to the vendor.

- **Unit of Measure**

  The *Invoice Line Audit (ILA)* screen displays the purchase order unit of measure. This unit must match the invoice unit. It is important to convert the PO unit to the invoice unit because these discrepancies will impact requisitioning and the Available Funds File.

- **Accounting Distribution**

  It is also important to verify that the accounting distribution is valid for the invoice. The *Invoice Line Audit (ILA)* screen displays the accounting distribution from the purchase order in the CO, ACCOUNT, and CENTER fields.

  🗁 If the account has 2 numbers at the end of the field in positions 17 and 18 (ex. 532199_ _ _ _ _ _ _03), the system will prevent the processing of matching invoices with a multi-year indicator. When processing matching invoices on the *ILA* screen, AP clerks will encounter the error message: **U12: INVOICE CONTAINS A FUTURE YEAR IND. – MUST REMOVE IND. ON PO FIRST**. Once the error message displays, no further processing can be performed on the tagged line until the account number is corrected on the purchase order by Purchasing.

WALKTHROUGH: Entering a Matching Invoice

NOTES

SCENARIO

You have just received 11 matching invoices attached to the following Control Group Header sheet.

First enter the control group. Then process the first invoice in the control group.

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY ☒ **XXPT** ☐ ______
☐ ______ **Other** ______

ENTRY METHOD ☐ DIRECT INVOICES
☒ MATCHING INVOICES
☐ EMPLOYEE INVOICES

CONTROL GROUP DATE: **TODAY'S DATE**
CONTROL GROUP NUMBER: **123**

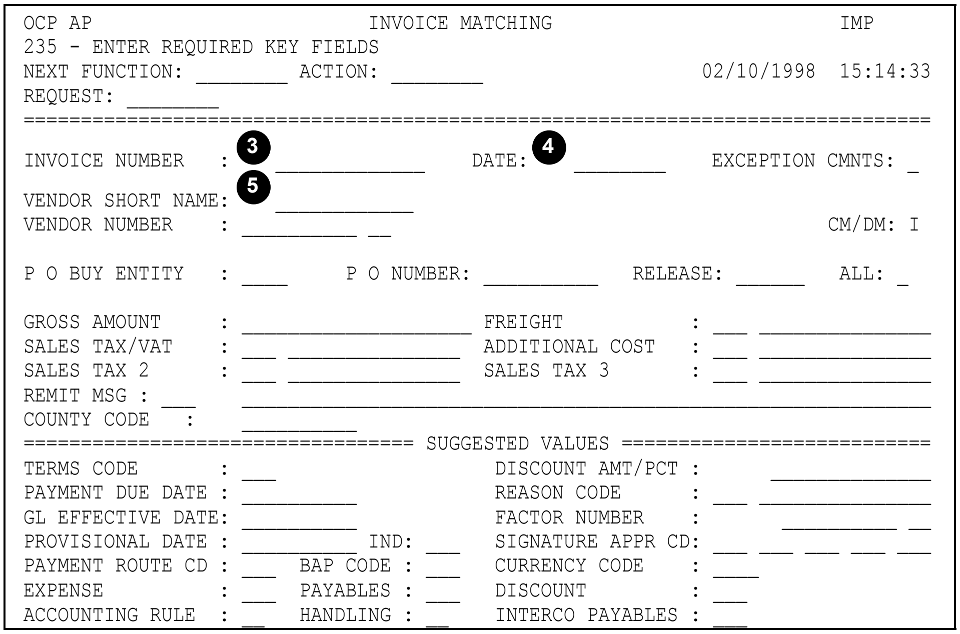
OPERATOR ID: ________________ **YOUR INITIALS**
DBS # Initials

	INVOICE NUMBER	NUMBER OF DOCUMENTS	AMOUNT
PER TAPE		**11**	**9,319.11**
ADJUSTMENTS			
AMOUNT ENTERED		**11**	**9,319.11**

NOTES

1. Type the **control group header information** on the *Control Document Entry (CDE)* screen. (Refer to **Procedure 7: Entering a Control Group**.) Because the invoices in this control group are *matching* invoices, type **M** in the ENTRY METHOD field.

2. Press Enter to process the control group header information and to access the *Invoice Matching (IMP)* screen.



```
OCP AP                        INVOICE MATCHING                        IMP
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                 02/10/1998  15:14:33
REQUEST: ________
==============================================================================
INVOICE NUMBER   :   _____________    DATE:   ________    EXCEPTION CMNTS: _
VENDOR SHORT NAME:   ____________
VENDOR NUMBER    : __________ __                                     CM/DM: I

P O BUY ENTITY   : ____     P O NUMBER: __________    RELEASE: ______    ALL: _

GROSS AMOUNT     : ____________________ FREIGHT          : ___ _______________
SALES TAX/VAT    : ___ _______________  ADDITIONAL COST  : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3      : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    __________
================================= SUGGESTED VALUES ===========================
TERMS CODE       : ___                   DISCOUNT AMT/PCT :      ______________
PAYMENT DUE DATE : __________            REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________            FACTOR NUMBER    :        __________ __
PROVISIONAL DATE : __________ IND: ___   SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : ___   CURRENCY CODE    : ____
EXPENSE          : ___  PAYABLES : ___   DISCOUNT         : ___
ACCOUNTING RULE  : __   HANDLING : __    INTERCO PAYABLES : ___
```

You are now ready to key in the first invoice.

Invoice: US Office Products **PO Box 2060** **Raleigh, NC 27602**		**Invoice Number: 3527819735** **Invoice Date: 02/02/2002** **Terms: 10M**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Diskettes	**30 boxes**		**150.00**
PO# XX40000204		**Freight:** **Tax:** **Total:**	**9.00** **159.00**

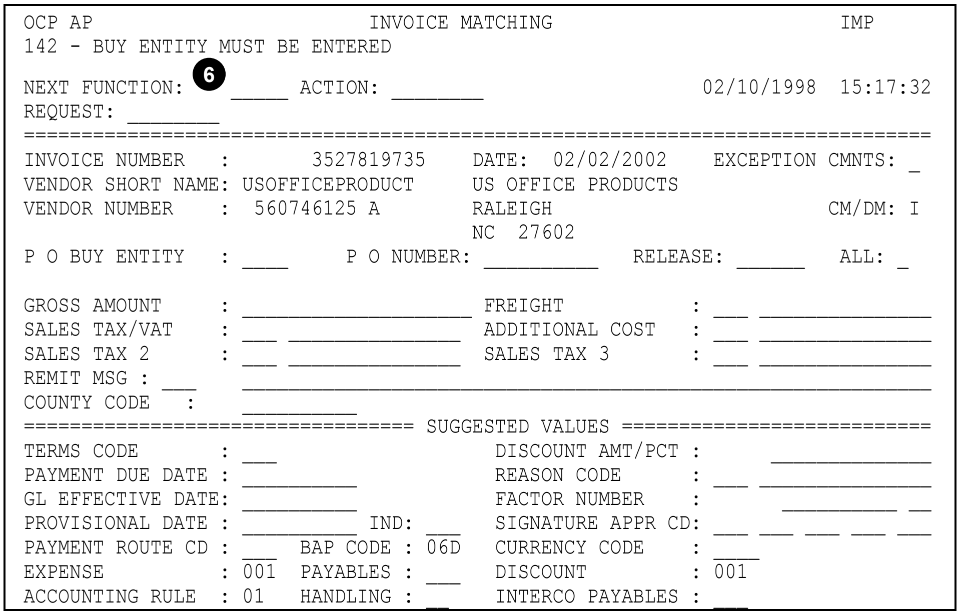
3. Type **3527819735** in the INVOICE NUMBER field.

4. Type **020202** in the DATE field.

5. Type **usofficeprod@** in the VENDOR SHORT NAME field and press Enter to return the vendor number and address to the *IMP* screen.

NOTES

If the short name is not unique to one vendor, the system displays the *Vendor Short Name Lookup (VSL)* screen with all vendors that match the specified short name. Press Enter to scroll through the list until you find the required vendor.



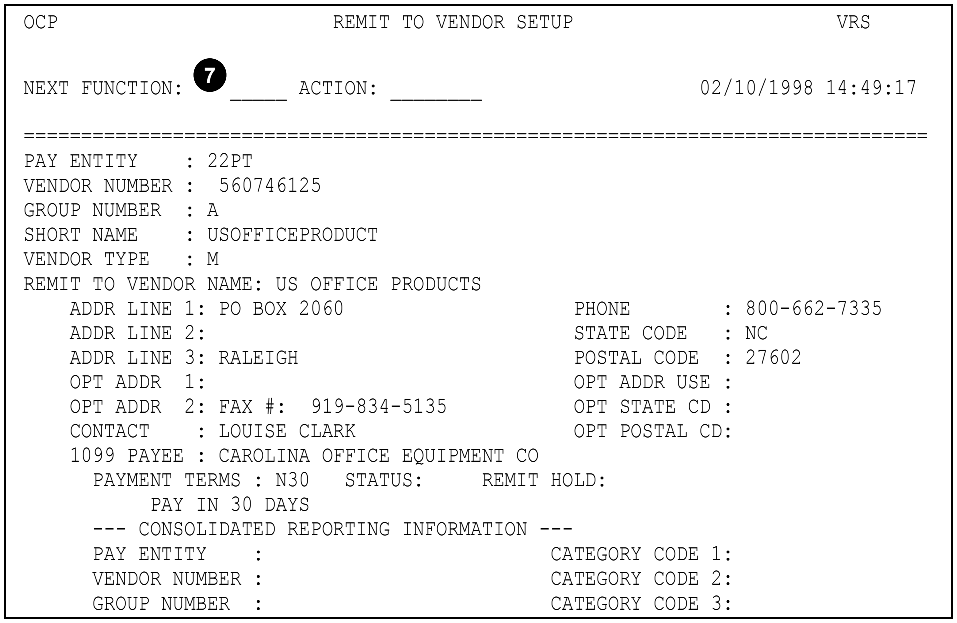
```
OCP AP                        INVOICE MATCHING                         IMP
142 - BUY ENTITY MUST BE ENTERED

NEXT FUNCTION: ❻ _____ ACTION: ________                  02/10/1998  15:17:32
REQUEST: ________
==============================================================================
INVOICE NUMBER   :       3527819735    DATE:  02/02/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: USOFFICEPRODUCT     US OFFICE PRODUCTS
VENDOR NUMBER    :  560746125 A        RALEIGH                          CM/DM: I
                                       NC  27602
P O BUY ENTITY   : ____     P O NUMBER: __________   RELEASE: ______   ALL: _

GROSS AMOUNT     : ____________________ FREIGHT         : ___ _______________
SALES TAX/VAT    : ___ _______________  ADDITIONAL COST : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3     : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    __________
================================== SUGGESTED VALUES ===========================
TERMS CODE       : ___                   DISCOUNT AMT/PCT :      ______________
PAYMENT DUE DATE : __________            REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________            FACTOR NUMBER    :        __________ __
PROVISIONAL DATE : __________ IND:  ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___   BAP CODE : 06D  CURRENCY CODE    : ____
EXPENSE          : 001   PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01    HANDLING : __   INTERCO PAYABLES : ___
```

6. To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press Enter to access the *Remit to Vendor Setup (VRS)* screen. The *VRS* screen displays detailed information about the vendor.

NOTES



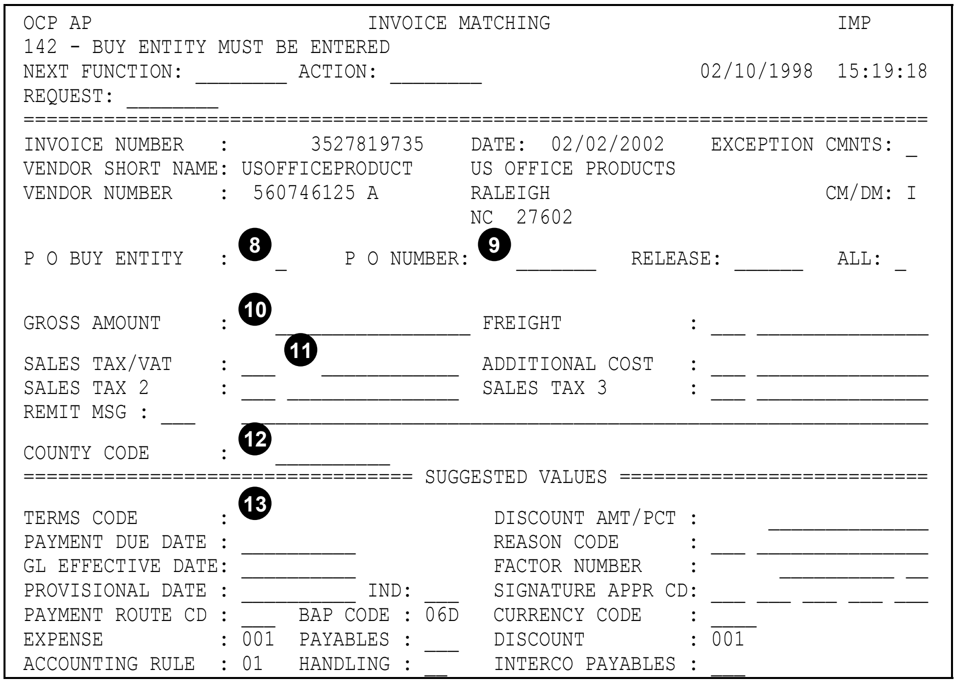
```
OCP                        REMIT TO VENDOR SETUP                         VRS

NEXT FUNCTION:   _____ ACTION: ________                  02/10/1998 14:49:17

===============================================================================
PAY ENTITY    : 22PT
VENDOR NUMBER :  560746125
GROUP NUMBER  : A
SHORT NAME    : USOFFICEPRODUCT
VENDOR TYPE   : M
REMIT TO VENDOR NAME: US OFFICE PRODUCTS
    ADDR LINE 1: PO BOX 2060                PHONE        : 800-662-7335
    ADDR LINE 2:                            STATE CODE   : NC
    ADDR LINE 3: RALEIGH                    POSTAL CODE  : 27602
    OPT ADDR  1:                            OPT ADDR USE :
    OPT ADDR  2: FAX #:  919-834-5135       OPT STATE CD :
    CONTACT    : LOUISE CLARK               OPT POSTAL CD:
    1099 PAYEE : CAROLINA OFFICE EQUIPMENT CO
      PAYMENT TERMS : N30   STATUS:     REMIT HOLD:
           PAY IN 30 DAYS
      --- CONSOLIDATED REPORTING INFORMATION ---
      PAY ENTITY    :                       CATEGORY CODE 1:
      VENDOR NUMBER :                       CATEGORY CODE 2:
      GROUP NUMBER  :                       CATEGORY CODE 3:
```

Note that the vendor's remit to address is correct.

7. Type **R** in the NEXT FUNCTION field and press Enter to *return* to the *Invoice Matching (IMP)* screen.



```
OCP AP                       INVOICE MATCHING                            IMP
142 - BUY ENTITY MUST BE ENTERED
NEXT FUNCTION: ________ ACTION: ________                 02/10/1998  15:19:18
REQUEST: ________
===============================================================================
INVOICE NUMBER   :       3527819735    DATE:  02/02/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: USOFFICEPRODUCT     US OFFICE PRODUCTS
VENDOR NUMBER    :  560746125 A        RALEIGH                       CM/DM: I
                                       NC  27602

P O BUY ENTITY   :   _    P O NUMBER:   _______    RELEASE: ______    ALL: _

GROSS AMOUNT     :   _________________ FREIGHT          : ___ ______________

SALES TAX/VAT    : ___    ____________ ADDITIONAL COST  : ___ ______________
SALES TAX 2      : ___ _______________ SALES TAX 3      : ___ ______________
REMIT MSG : ___    __________________________________________________________

COUNTY CODE      :   __________
================================= SUGGESTED VALUES ===========================

TERMS CODE       :                      DISCOUNT AMT/PCT :       ______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ ______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :        __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : 06D  CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __   INTERCO PAYABLES : ___
```

8. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.

9. Type **XX40000204** in the PO NUMBER field and press Enter to process the entered information.

NOTES

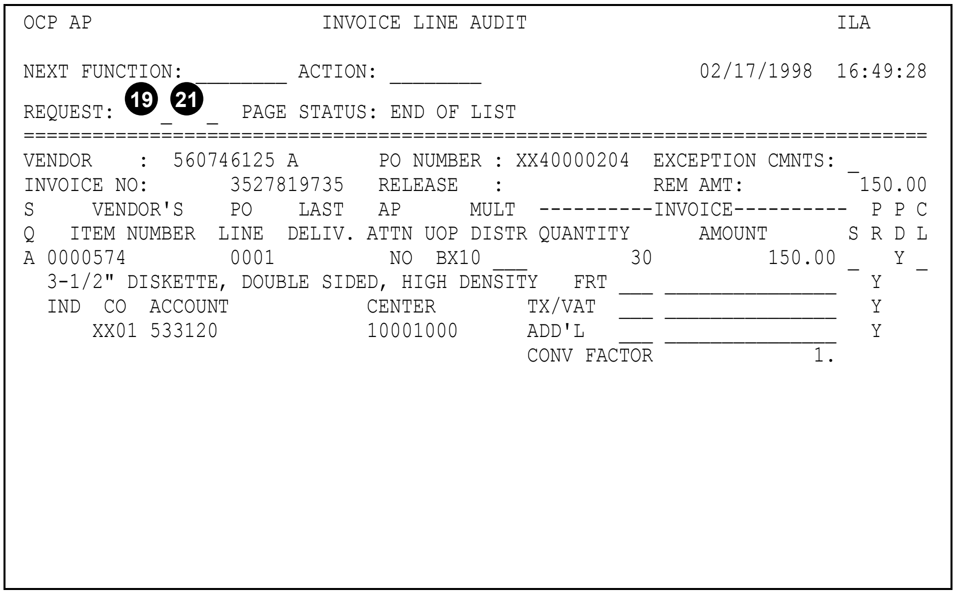
10. Type **159.00** in the GROSS AMOUNT field.

11. Type **9.00** in the second blank space in the SALES TAX/VAT field.

12. Type **92** in the COUNTY CODE field because Raleigh is located in Wake County. The code for Wake county is 92.

13. Type **10M** over the payment terms have defaulted into the TERMS CODE field.

14. Press Enter to process the information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with an invoice.



```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION:________  ACTION: ________                   02/17/1998  16:49:28

REQUEST:    _   _  PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  560746125 A       PO NUMBER : XX40000204  EXCEPTION CMNTS: _
INVOICE NO:       3527819735   RELEASE   :             REM AMT:          150.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A 0000574         0001          NO  BX10 ___         30          150.00 _   Y _
  3-1/2" DISKETTE, DOUBLE SIDED, HIGH DENSITY   FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 533120             10001000      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

15. Verify that the unit of measure **(BX10)** shown in the UOP field is the same as the unit of measure used on the invoice. Change the unit of measure if there are any discrepancies.

> The procedure for changing the unit of measure on the *ILA* screen will be explained in the chapter entitled *Converting Units of Measure*.

16. Verify that the quantity **(30)** shown in the QUANTITY field on the *ILA* screen is the same as the invoice quantity. Change the quantity if there are any discrepancies.

17. Verify that the amount **(150.00)** in the AMOUNT field on the *ILA* screen is the same as the invoice amount. Change the amount if there are any discrepancies.

NOTES

If there is a **YES** in the AP ATTN field, type **C** in the S (SELECT) field and press Enter to access the *PO Comment Inquiry (PCI)* screen. The *PCI* screen displays comments that the Purchasing department has entered for the attention of the Accounts Payable department. After viewing the comment, type **BACK** in the REQUEST field and press Enter to return to the *ILA* screen.

18. Verify the accounting distribution that appears in the CO, ACCOUNT and CENTER fields. Change the accounting distribution if incorrect.
19. Type **A** in the REQUEST field to identify ("tag") line 0001.

Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. For example, A corresponds to line 0001; while B corresponds to line 0002. To indicate each line that is to be paid, you must "tag" the line. To tag a line, type the sequence letter in the REQUEST field and press Enter. If all lines are to be paid, type **S** in the REQUEST field.

20. Press Enter to tag the PO line.
21. Type **N** in the REQUEST field and press Enter to complete this invoice entry.

Type **CONT** in the REQUEST field and press Enter to retrieve the original *Invoice Matching (IMP)* screen to:

- Change any fields on the *IMP* screen except vendor information
- Enter another PO number that is referenced by the invoice

You have completed entering the first matching invoice of control group 123.

ACTIVITY: Entering a Matching Invoice

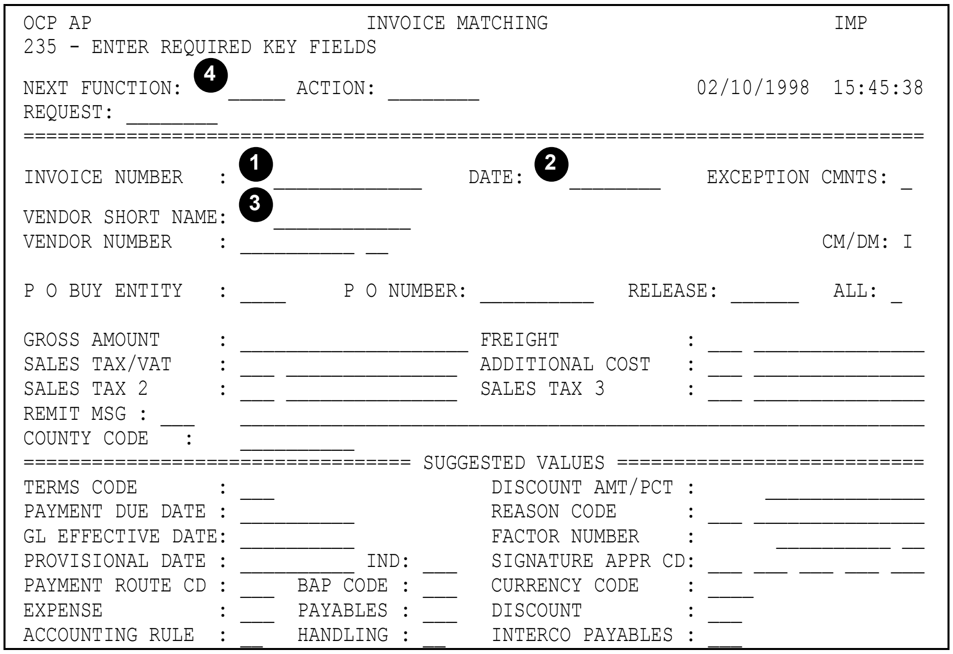
SCENARIO

The second invoice in control group 123 is an invoice from Mac's Vacuum World. This invoice does not have a PO number on it. Locate the PO number using the *PO Finder (POF)* screen.

You are on the *IMP* screen. Enter this invoice in the NCAS.

You are now ready to key in the second invoice in the control group 123.

Invoice: **Mac's Vacuum World** **PO Box 1825** **Lumberton, NC 28359**		**Invoice Number: 5671689876** **Invoice Date: 02/25/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Red Devil Vacuum	**5**	**150.00**	**750.00**
Vacuum Bags	**100**	**1.00**	**100.00**
Replacement Belts	**10**	**3.50**	**35.00**
Replacement Bulbs	**5**	**2.00**	**10.00**
		Subtotal:	**895.00**
		Freight:	
		Tax:	**53.70**
		Total:	**948.70**



```
OCP AP                        INVOICE MATCHING                      IMP
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION:   _____ ACTION: ________                 02/10/1998  15:45:38
REQUEST: ________
==========================================================================
INVOICE NUMBER   :   _____________     DATE:   ________    EXCEPTION CMNTS: _
VENDOR SHORT NAME:   ____________
VENDOR NUMBER    : __________ __                                   CM/DM: I

P O BUY ENTITY   : ____     P O NUMBER: __________  RELEASE: ______   ALL: _

GROSS AMOUNT     : ____________________ FREIGHT          : ___ _______________
SALES TAX/VAT    : ___ _______________ ADDITIONAL COST  : ___ _______________
SALES TAX 2      : ___ _______________ SALES TAX 3      : ___ _______________
REMIT MSG : ___    _____________________________________________________________
COUNTY CODE   :    __________
================================ SUGGESTED VALUES ==========================
TERMS CODE       : ___                  DISCOUNT AMT/PCT :       ______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :        __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : ___  CURRENCY CODE    : ____
EXPENSE          : ___  PAYABLES : ___  DISCOUNT         : ___
ACCOUNTING RULE  : __   HANDLING : __   INTERCO PAYABLES : ___
```

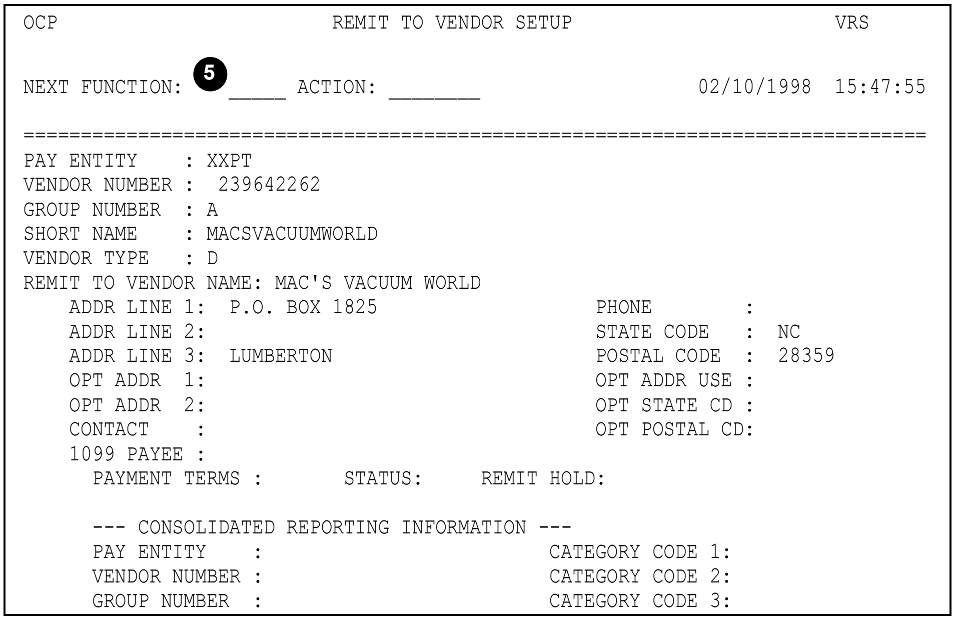
1. Type **5674389876** in the INVOICE NUMBER field.

2. Type **022502** in the DATE field.

3. Type **macsvacuum@** in the VENDOR SHORT NAME field and press Enter to return the vendor number and address to the *IMP* screen.

4. To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press Enter to access the *Remit to Vendor Setup (VRS)* screen. The *VRS* screen displays detailed information about the vendor.

NOTES



```
OCP                          REMIT TO VENDOR SETUP                     VRS

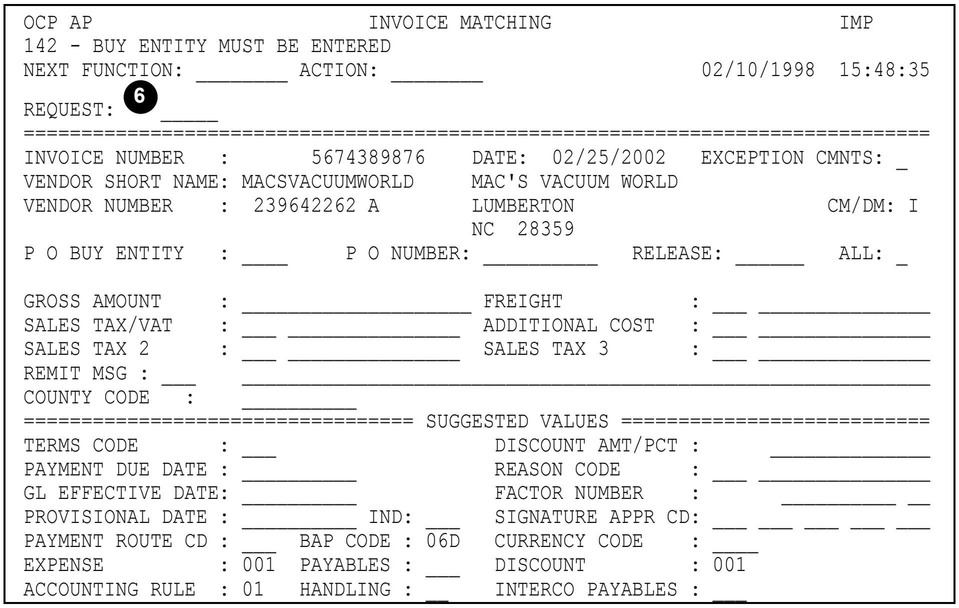
NEXT FUNCTION: _____ ACTION: ________                    02/10/1998  15:47:55

==============================================================================
PAY ENTITY    : XXPT
VENDOR NUMBER :  239642262
GROUP NUMBER  : A
SHORT NAME    : MACSVACUUMWORLD
VENDOR TYPE   : D
REMIT TO VENDOR NAME: MAC'S VACUUM WORLD
    ADDR LINE 1:  P.O. BOX 1825                 PHONE        :
    ADDR LINE 2:                                STATE CODE   :  NC
    ADDR LINE 3:  LUMBERTON                     POSTAL CODE  :  28359
    OPT ADDR  1:                                OPT ADDR USE :
    OPT ADDR  2:                                OPT STATE CD :
    CONTACT    :                                OPT POSTAL CD:
    1099 PAYEE :
      PAYMENT TERMS :       STATUS:     REMIT HOLD:

      --- CONSOLIDATED REPORTING INFORMATION ---
      PAY ENTITY    :                       CATEGORY CODE 1:
      VENDOR NUMBER :                       CATEGORY CODE 2:
      GROUP NUMBER  :                       CATEGORY CODE 3:
```

Note that the vendor's remit to address is correct.

5. Type **R** in the NEXT FUNCTION field and press Enter to *return* to the *Invoice Matching (IMP)* screen.



```
OCP AP                         INVOICE MATCHING                         IMP
142 - BUY ENTITY MUST BE ENTERED
NEXT FUNCTION: ________ ACTION: ________                 02/10/1998  15:48:35

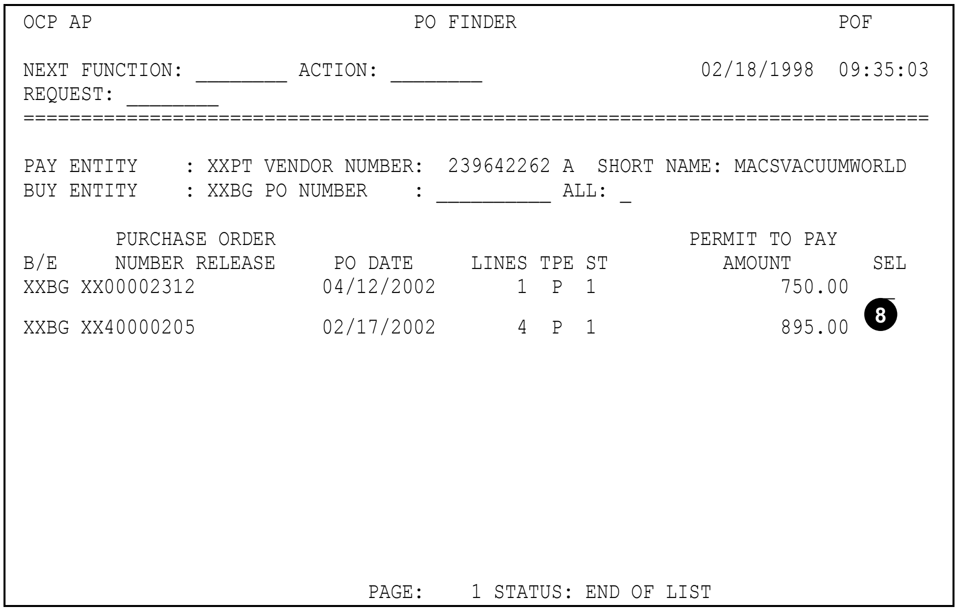
REQUEST:  _____
==============================================================================
INVOICE NUMBER   :       5674389876    DATE:  02/25/2002   EXCEPTION CMNTS: _
VENDOR SHORT NAME: MACSVACUUMWORLD     MAC'S VACUUM WORLD
VENDOR NUMBER    :  239642262 A        LUMBERTON                     CM/DM: I
                                       NC  28359
P O BUY ENTITY   : ____      P O NUMBER: __________   RELEASE: ______   ALL: _

GROSS AMOUNT     : ____________________ FREIGHT         : ___ _______________
SALES TAX/VAT    : ___ _______________ ADDITIONAL COST : ___ _______________
SALES TAX 2      : ___ _______________ SALES TAX 3     : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    __________
================================== SUGGESTED VALUES ===========================
TERMS CODE       : ___                  DISCOUNT AMT/PCT :      ______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : 06D  CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __   INTERCO PAYABLES : ___
```

Because this invoice does not reference a purchase order, you must access the *PO Finder (POF)* screen to locate the PO number. The *POF* screen lists open purchase orders by vendor within a buying entity.

6. Type **F** in the REQUEST field and press Enter to access the *PO Finder (POF)* screen.

NOTES



```
OCP AP                            PO FINDER                            POF

NEXT FUNCTION: ________ ACTION: ________                    02/18/1998  09:35:03
REQUEST: ________
================================================================================

PAY ENTITY    : XXPT VENDOR NUMBER:  239642262 A  SHORT NAME: MACSVACUUMWORLD
BUY ENTITY    : XXBG PO NUMBER    : __________ ALL: _

        PURCHASE ORDER                                    PERMIT TO PAY
B/E     NUMBER RELEASE     PO DATE     LINES TPE ST          AMOUNT       SEL
XXBG XX00002312           04/12/2002       1  P  1              750.00     _

XXBG XX40000205           02/17/2002       4  P  1              895.00





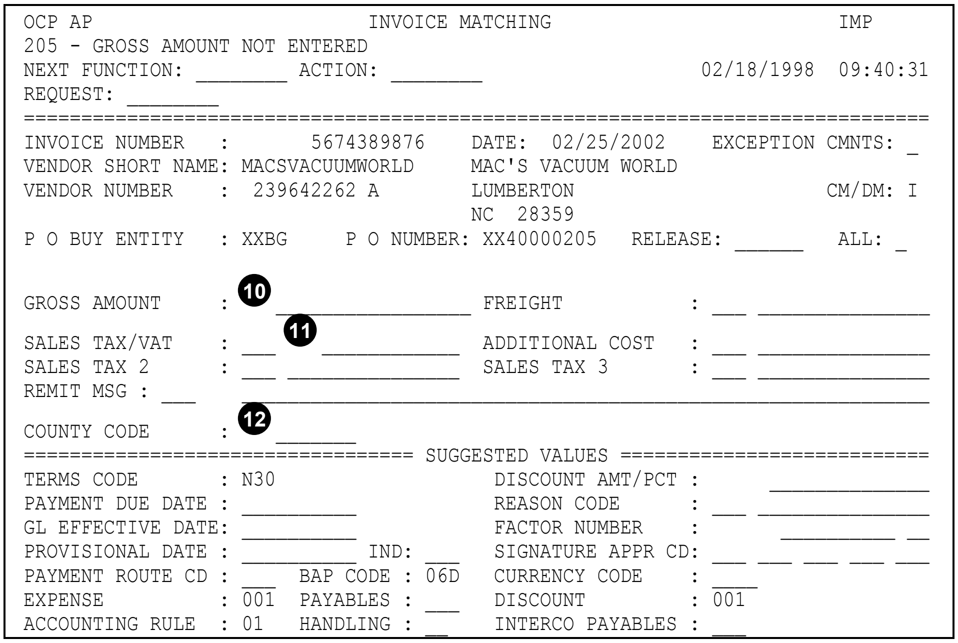




                              PAGE:    1 STATUS: END OF LIST
```

7. View the listed purchase orders and choose the one for $895.00 (the net invoice amount, less taxes).

8. Type **S** in the SEL field next to the chosen purchase order and press Enter to access the *Invoice Matching (IMP)* screen. The purchase order information will default from the *POF* screen.



```
OCP AP                        INVOICE MATCHING                         IMP
205 - GROSS AMOUNT NOT ENTERED
NEXT FUNCTION: ________ ACTION: ________                    02/18/1998  09:40:31
REQUEST: ________
================================================================================
INVOICE NUMBER   :       5674389876    DATE:  02/25/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: MACSVACUUMWORLD     MAC'S VACUUM WORLD
VENDOR NUMBER    :  239642262 A        LUMBERTON                        CM/DM: I
                                       NC  28359
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000205   RELEASE: ______    ALL: _

GROSS AMOUNT     :    _________________ FREIGHT           : ___ ______________
SALES TAX/VAT    : ___    ____________ ADDITIONAL COST   : ___ ______________
SALES TAX 2      : ___ _______________ SALES TAX 3       : ___ ______________
REMIT MSG : ___  ____________________________________________________________
COUNTY CODE      :    _______
================================== SUGGESTED VALUES ===========================
TERMS CODE       : N30                  DISCOUNT AMT/PCT :      ______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ ______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : 06D  CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __   INTERCO PAYABLES : ___
```

9. Verify that the correct payment terms have been defaulted into the TERMS CODE field.

10. Type **948.70** in the GROSS AMOUNT field.

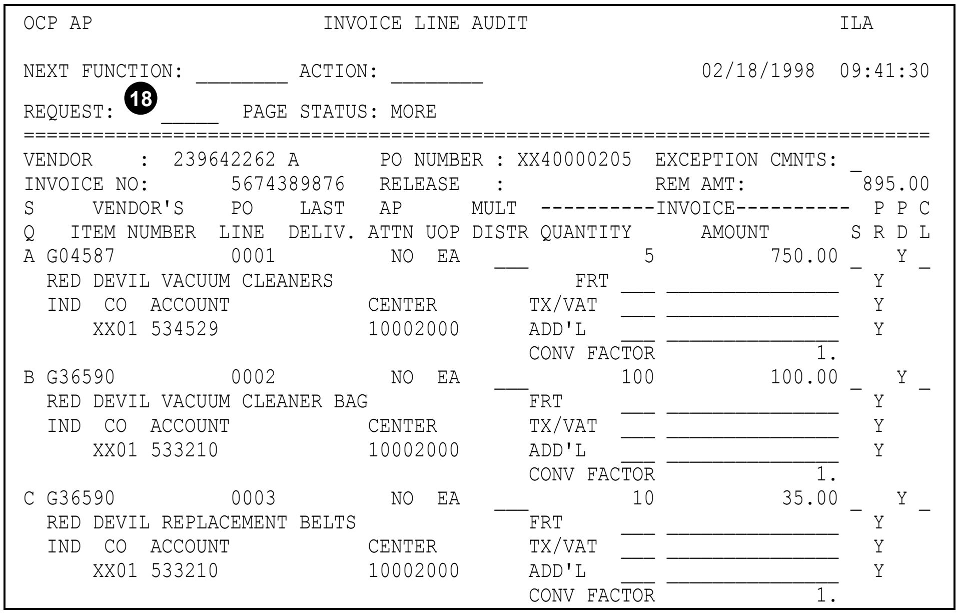
NOTES

11. Type **53.70** in the second blank space in the SALES TAX/VAT field.

12. Type **78** in the COUNTY CODE field because Lumberton is located in Robeson County. The code for Robeson county is 78.

13. Press Enter to process the information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with an invoice.

    🗀 The *ILA* screen will only show three purchase order lines at one time.



```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: ________ ACTION: ________                   02/18/1998  09:41:30

REQUEST:    _____  PAGE STATUS: MORE
===============================================================================
VENDOR    :  239642262 A       PO NUMBER : XX40000205  EXCEPTION CMNTS: _
INVOICE NO:       5674389876   RELEASE   :             REM AMT:          895.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A G04587          0001          NO  EA   ___          5          750.00 _   Y _
  RED DEVIL VACUUM CLEANERS                     FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 534529             10002000      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
B G36590          0002          NO  EA   ___        100          100.00 _   Y _
  RED DEVIL VACUUM CLEANER BAG              FRT     ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 533210             10002000      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
C G36590          0003          NO  EA   ___         10           35.00 _   Y _
  RED DEVIL REPLACEMENT BELTS               FRT     ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 533210             10002000      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

14. Verify that the unit of measure **(EA)** shown in the UOP field on the first three lines is the same as the unit of measure used on the invoice. Change the unit of measure if there are any discrepancies.

15. Verify that the quantity shown in the QUANTITY field on the first three lines on the *ILA* screen is the same as the quantity shown on the corresponding lines on the invoice. Change the quantity if there are any discrepancies.

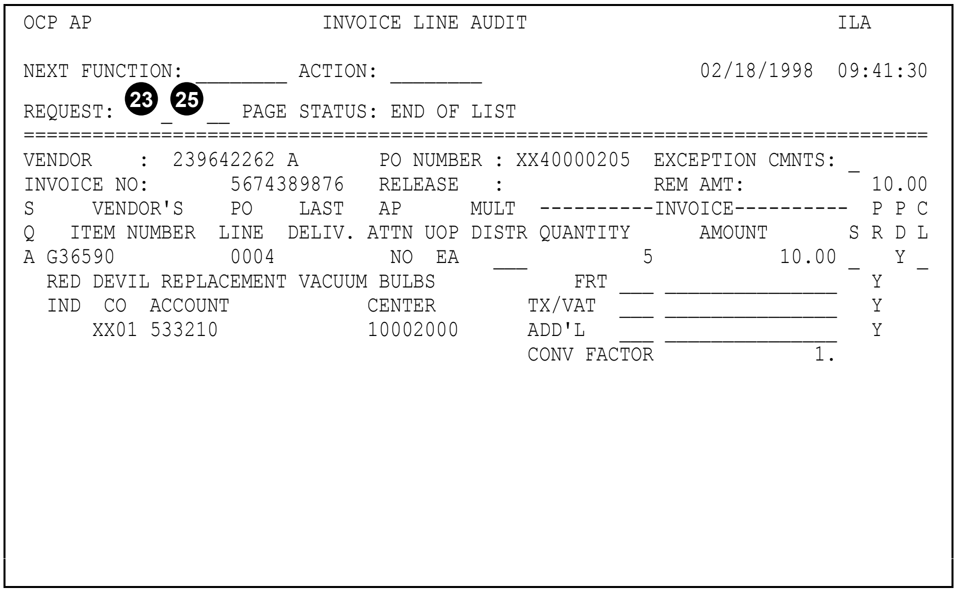
16. Verify that the amount in the AMOUNT field on the first three lines of the *ILA* screen is the same as the amount shown on the corresponding lines on the invoice. Change the amount if there are any discrepancies.

17. Verify the accounting distribution that appears in the CO, ACCOUNT and CENTER fields for the first three lines. Change the accounting distribution if it is incorrect.

18. Type **S** in the REQUEST field to identify all three lines shown.

19. Press Enter to tag the PO lines.

NOTES



```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: ________ ACTION: ________                    02/18/1998  09:41:30

REQUEST: _ __ PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  239642262 A      PO NUMBER : XX40000205  EXCEPTION CMNTS: _
INVOICE NO:       5674389876   RELEASE   :           REM AMT:          10.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A G36590          0004          NO  EA   ___          5           10.00 _   Y _
  RED DEVIL REPLACEMENT VACUUM BULBS          FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER       TX/VAT ___ _______________   Y
      XX01 533210             10002000     ADD'L  ___ _______________   Y
                                           CONV FACTOR              1.
```

20. Verify that the unit of measure **(EA)** shown in the UOP field is the same as the unit of measure used on the invoice. Change the unit of measure if there is a discrepancy.

21. Verify that the quantity shown in the QUANTITY field is the same as the invoice quantity. Change the amount if there is a discrepancy.

22. Verify that the amount in the AMOUNT field is the same as the invoice amount. Change the amount if there is a discrepancy.

23. Type **A** in the REQUEST field to identify line 0001.

24. Press Enter to tag to PO line. NCAS will then return you to the top line since all lines are tagged.

25. Type **N** in the REQUEST field and press Enter to complete this invoice entry.

You have completed entering the second matching invoice in control group 123. In this activity, you learned to use the *PO Finder (POF)* screen to locate the PO number associated with an invoice.

NOTES

Applying a Debit or Credit Memo to a Matching Invoice

Remember that an error in a direct invoice is corrected by issuing a debit or credit memo against that invoice. Similarly, if an error occurs in a matching invoice, the error must be corrected by issuing a debit or credit memo against the matching invoice.

In the NCAS, a debit or credit memo against a matching invoice is processed on the *Invoice Matching (IMP)* screen. However, you *must* type a **C** (for *credit* memo) or **D** (for *debit* memo) in the CM/DM field before you process the vendor information (i.e., after you type the vendor short name and before you press Enter to return the vendor number and address to the *IMP* screen).

The *ILA* screen for a debit or a credit memo is processed in the same way as it is for an invoice. Change the QUANTITY and AMOUNT fields as follows:

- If a credit memo reflects only a **dollar adjustment**, then type **0** in the QUANTITY field to indicate that quantity is not applicable. Then type the value of the dollar adjustment in the AMOUNT field.
- If a credit memo reflects a **quantity and dollar adjustment** (e.g., when goods are returned), then type the quantity of returned goods in the QUANTITY field and the value of the dollar adjustment in the AMOUNT field.

Remember that the NCAS automatically handles the amount as a negative if you have designated the document as a debit or credit memo by typing **C** or **D** in the CM/DM field. You, therefore, do *not* have to enter the debit/credit memo total as a negative amount.

In addition, remember to *subtract* debit or credit memo totals from the control total on the control group header sheet and the CONTROL AMOUNT on the *CDE* screen.

Verify the due date of the invoice and make sure that the payment terms/payment due date entered on the debit or credit memo fall within the same payment cycle if possible. Otherwise, the vendor may be overpaid, and the debit or credit memo will not be applied.

> You will practice entering debit and credit memos against matching invoices in the chapter entitled *Processing Exceptions.*

Inquiries

NOTES

During matching, the AP clerk should use purchasing inquiry screens to obtain detailed information about a particular PO or PO line.

The *PO Line Inquiry Selection (PLI)* screen is the primary screen used by the AP clerk to access purchasing information. The *PLI* screen provides detailed PO line information. This screen is accessed during invoice processing by typing **P** in the S (SELECT) field on the *Invoice Line Audit (ILA)* screen. After reviewing the detailed PO line information, type **BACK** in the NEXT FUNCTION field and press Enter to return to the *ILA* screen.

> The *PLI* screen can also be accessed directly by typing **PLI** in the next FUNCTION field of any screen.

The *PLI* screen displays a list of purchase order lines based upon the following search criteria:

- Buying entity
- Paying entity
- Vendor number or short name
- PO number (if known)
- PO line number (if known)

It also allows you to access several other inquiry screens:

- *PO Line General Information (PLG)*
- *PO Line Ordered Item Information (PLO)*
- *PO Line Receipt/Invoice Controls (PLC)*
- *PO Line Receipt/Invoice Information (PLR)*
- *PO Line Financial Information (PLF)*
- *PO Comment Inquiry (PCI)*
- *PO Invoice Matching Information (PMI)*

You select the inquiry screen you would like to view by typing an **X** in the INQUIRY SELECTION field next to the purchase order line to be reviewed. Each inquiry screen selected is displayed in succession when Enter is pressed.

NOTES

In Accounts Payable, the *Purchase Order to Invoice List (PIL)* screen lists all the documents that are matched to a purchase order. This allows the AP clerk to view information about previously matched invoices, debit memos, and credit memos. This screen is accessed directly by typing **PIL** in the NEXT FUNCTION field.

On the *PIL* screen, type the **buying entity** and **purchase order number** in the BUY ENTITY and PO NUMBER fields, respectively, and press Enter to obtain the list. If there are no documents matched to the specified purchase order, you will see the following message: **482 - NO INVOICE LINES ASSOCIATED WITH THIS PURCHASE ORDER**.

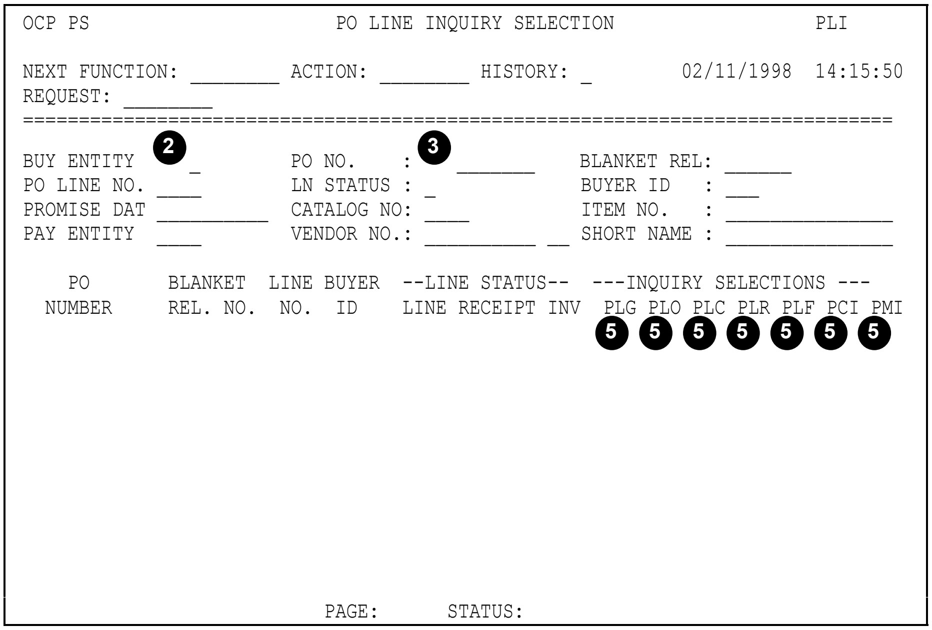
WALKTHROUGH: Purchasing Inquiries

SCENARIO

This walkthrough demonstrates how to make purchasing inquiries.
Use PO number XX40000200 in this scenario.

1. Type **PLI** in the NEXT FUNCTION field and press Enter to access the *Purchase Order Line Inquiry (PLI)* screen. (Note that you are accessing the *PLI* screen from the Purchasing module because you are not processing invoices during this example.)

   The PLI screen displays a list of purchase order lines based upon the search criteria entered.



```
OCP PS                      PO LINE INQUIRY SELECTION                 PLI

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/11/1998  14:15:50
REQUEST: ________
==============================================================================
BUY ENTITY    _        PO NO.    :  _______    BLANKET REL: ______
PO LINE NO. ____       LN STATUS : _           BUYER ID   : ___
PROMISE DAT __________ CATALOG NO: ____        ITEM NO.   : ______________
PAY ENTITY  ____       VENDOR NO.: __________ __ SHORT NAME : ______________

   PO      BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
 NUMBER    REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI









                          PAGE:      STATUS:
```

2. Type **XXBG** in the BUY ENTITY field.

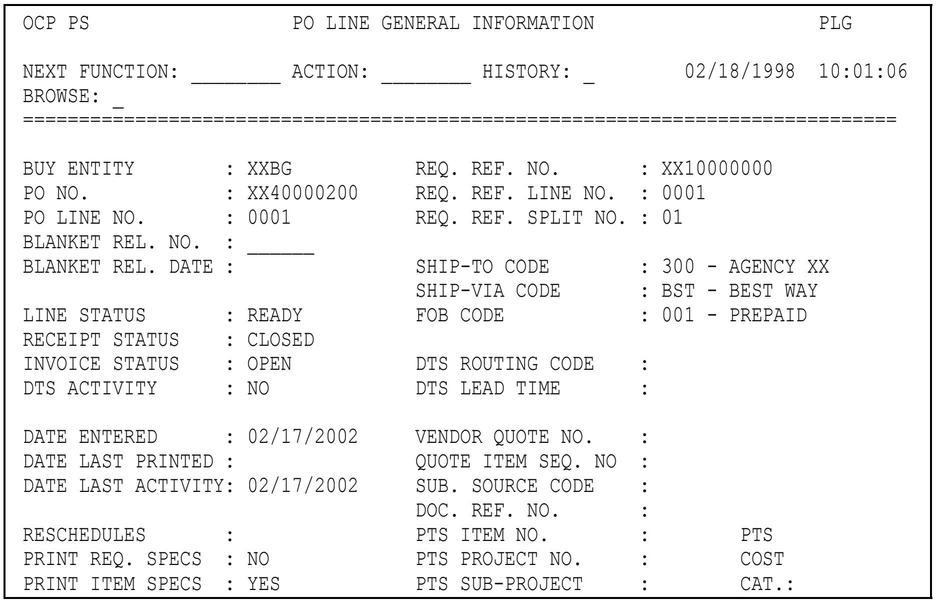
3. Type **XX40000200** in the PO NO. field.

NOTES

4. Press Enter to retrieve the information.

5. Type **X**'s in the INQUIRY SELECTION fields (PLG, PLO, PLC, PLR, PLF, PCI and PMI) next to the purchase order line to be reviewed.

6. Press Enter to view the *PO Line General Information (PLG)* screen. The *PLG* screen displays general information for a purchase order line, including line and receipt status, related requisition and line number, and shipping instructions and important dates.



```
OCP PS                  PO LINE GENERAL INFORMATION                    PLG

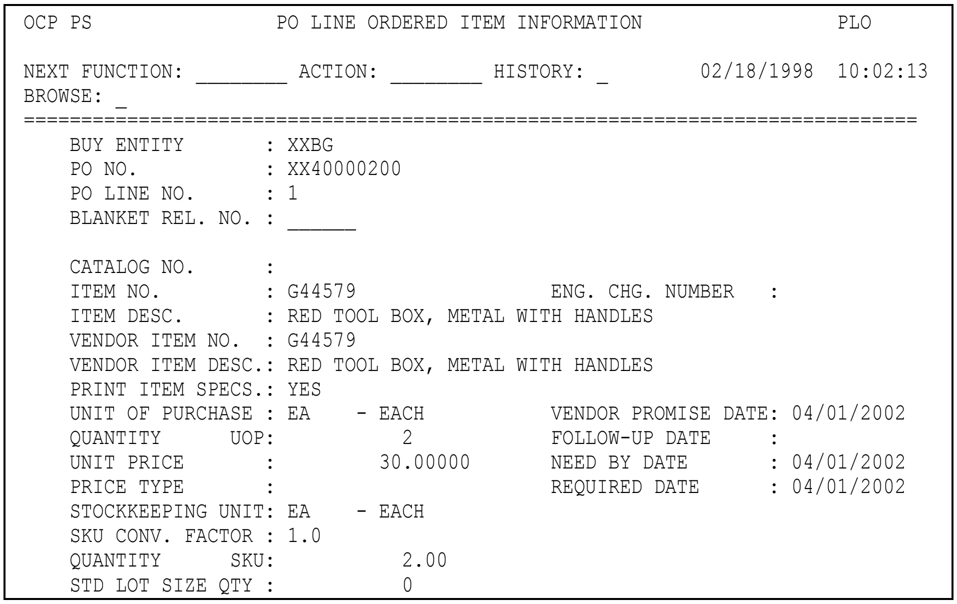
NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/18/1998  10:01:06
BROWSE: _
==============================================================================

BUY ENTITY        : XXBG          REQ. REF. NO.       : XX10000000
PO NO.            : XX40000200    REQ. REF. LINE NO.  : 0001
PO LINE NO.       : 0001          REQ. REF. SPLIT NO. : 01
BLANKET REL. NO.  : ______
BLANKET REL. DATE :               SHIP-TO CODE        : 300 - AGENCY XX
                                  SHIP-VIA CODE       : BST - BEST WAY
LINE STATUS       : READY         FOB CODE            : 001 - PREPAID
RECEIPT STATUS    : CLOSED
INVOICE STATUS    : OPEN          DTS ROUTING CODE    :
DTS ACTIVITY      : NO            DTS LEAD TIME       :

DATE ENTERED      : 02/17/2002    VENDOR QUOTE NO.    :
DATE LAST PRINTED :               QUOTE ITEM SEQ. NO  :
DATE LAST ACTIVITY: 02/17/2002    SUB. SOURCE CODE    :
                                  DOC. REF. NO.       :
RESCHEDULES       :               PTS ITEM NO.        :       PTS
PRINT REQ. SPECS  : NO            PTS PROJECT NO.     :       COST
PRINT ITEM SPECS  : YES           PTS SUB-PROJECT     :       CAT.:
```

7. Press Enter to access the *PO Line Ordered Item Information (PLO)* screen. The *PLO* screen provides detailed information about the item ordered on this purchase order line, including item number, description, UOP (unit of purchase), SKU (stock-keeping units), quantity, price, and promise date.

NOTES

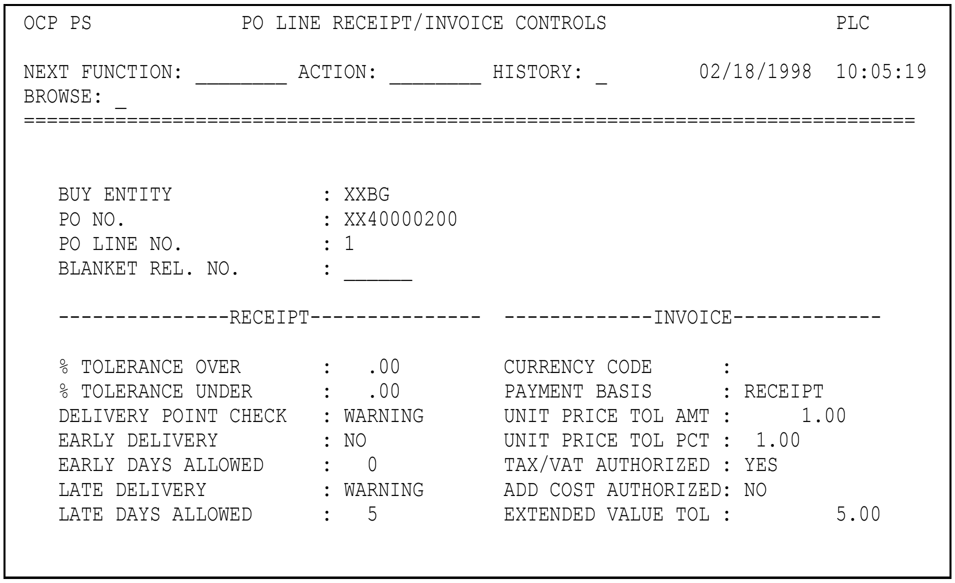


```
OCP PS               PO LINE ORDERED ITEM INFORMATION                PLO

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/18/1998  10:02:13
BROWSE: _
==============================================================================
    BUY ENTITY       : XXBG
    PO NO.           : XX40000200
    PO LINE NO.      : 1
    BLANKET REL. NO. : ______

    CATALOG NO.      :
    ITEM NO.         : G44579                 ENG. CHG. NUMBER   :
    ITEM DESC.       : RED TOOL BOX, METAL WITH HANDLES
    VENDOR ITEM NO.  : G44579
    VENDOR ITEM DESC.: RED TOOL BOX, METAL WITH HANDLES
    PRINT ITEM SPECS.: YES
    UNIT OF PURCHASE : EA    - EACH           VENDOR PROMISE DATE: 04/01/2002
    QUANTITY      UOP:           2            FOLLOW-UP DATE     :
    UNIT PRICE       :         30.00000       NEED BY DATE       : 04/01/2002
    PRICE TYPE       :                        REQUIRED DATE      : 04/01/2002
    STOCKKEEPING UNIT: EA    - EACH
    SKU CONV. FACTOR : 1.0
    QUANTITY      SKU:           2.00
    STD LOT SIZE QTY :           0
```

8. Press Enter to access the *PO Line Receipt/Invoice Controls (PLC)* screen. The *PLC* screen shows the invoice controls established for this purchase order line.



```
OCP PS            PO LINE RECEIPT/INVOICE CONTROLS                   PLC

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/18/1998  10:05:19
BROWSE: _
==============================================================================

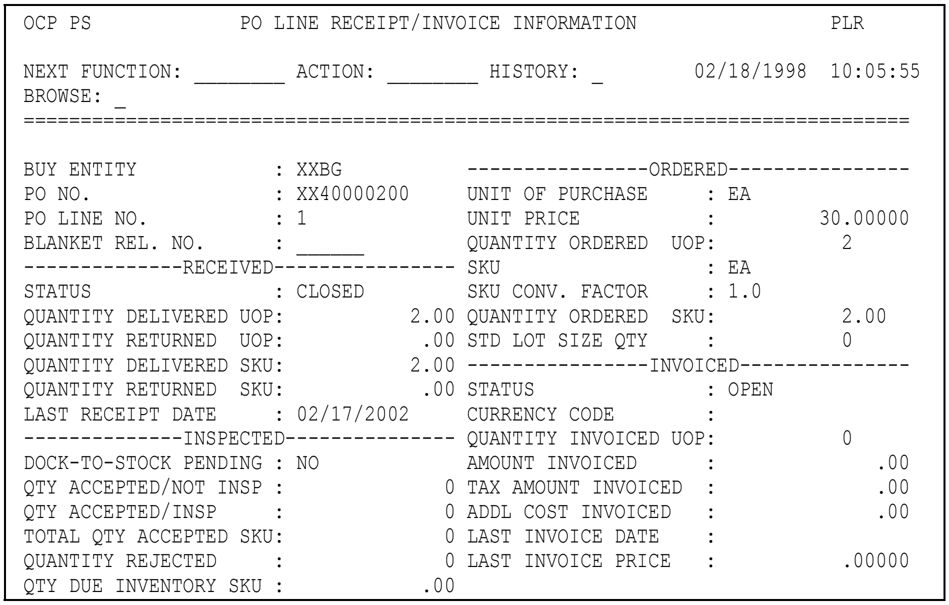

   BUY ENTITY             : XXBG
   PO NO.                 : XX40000200
   PO LINE NO.            : 1
   BLANKET REL. NO.       : ______

   ---------------RECEIPT---------------  -------------INVOICE-------------

   % TOLERANCE OVER       :   .00        CURRENCY CODE      :
   % TOLERANCE UNDER      :   .00        PAYMENT BASIS      : RECEIPT
   DELIVERY POINT CHECK   : WARNING      UNIT PRICE TOL AMT :      1.00
   EARLY DELIVERY         : NO           UNIT PRICE TOL PCT :  1.00
   EARLY DAYS ALLOWED     :   0          TAX/VAT AUTHORIZED : YES
   LATE DELIVERY          : WARNING      ADD COST AUTHORIZED: NO
   LATE DAYS ALLOWED      :   5          EXTENDED VALUE TOL :         5.00
```

9. Press Enter to access the *PO Line Receipt/Invoice Information (PLR)* screen. The *PLR* screen offers a comparison of quantity ordered and quantity invoiced, along with the amount invoiced. This screen is very useful in viewing a summary of all transactions recorded on the system.

NOTES

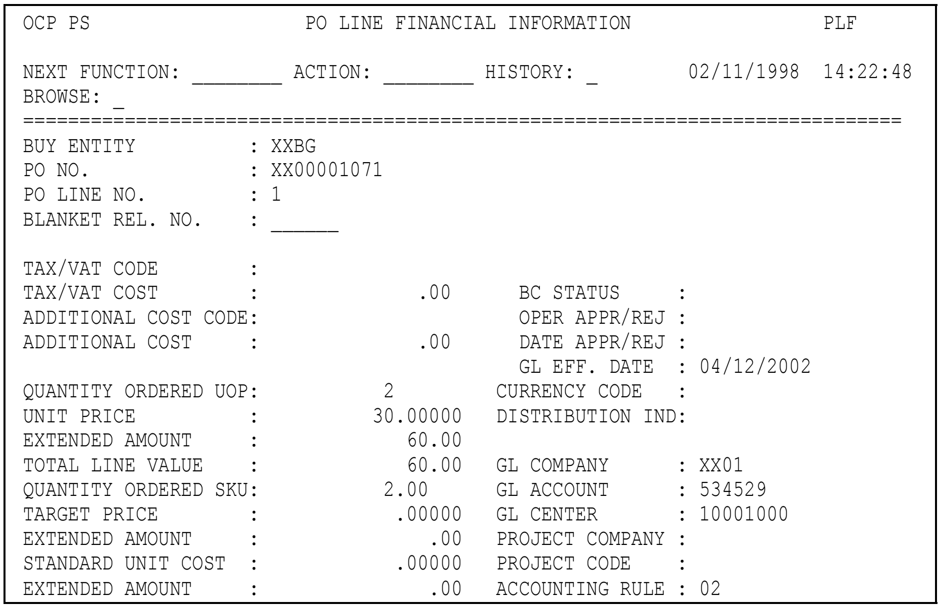


```
OCP PS            PO LINE RECEIPT/INVOICE INFORMATION                PLR

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/18/1998  10:05:55
BROWSE: _
==============================================================================

BUY ENTITY            : XXBG           ----------------ORDERED----------------
PO NO.                : XX40000200     UNIT OF PURCHASE     : EA
PO LINE NO.           : 1              UNIT PRICE           :         30.00000
BLANKET REL. NO.      : ______         QUANTITY ORDERED  UOP:            2
--------------RECEIVED---------------- SKU                  : EA
STATUS                : CLOSED         SKU CONV. FACTOR     : 1.0
QUANTITY DELIVERED UOP:           2.00 QUANTITY ORDERED  SKU:           2.00
QUANTITY RETURNED  UOP:            .00 STD LOT SIZE QTY     :            0
QUANTITY DELIVERED SKU:           2.00 ----------------INVOICED---------------
QUANTITY RETURNED  SKU:            .00 STATUS               : OPEN
LAST RECEIPT DATE     : 02/17/2002     CURRENCY CODE        :
--------------INSPECTED--------------- QUANTITY INVOICED UOP:            0
DOCK-TO-STOCK PENDING : NO             AMOUNT INVOICED      :              .00
QTY ACCEPTED/NOT INSP :              0 TAX AMOUNT INVOICED  :              .00
QTY ACCEPTED/INSP     :              0 ADDL COST INVOICED   :              .00
TOTAL QTY ACCEPTED SKU:              0 LAST INVOICE DATE    :
QUANTITY REJECTED     :              0 LAST INVOICE PRICE   :           .00000
QTY DUE INVENTORY SKU :            .00
```

10. Press Enter to access the *PO Line Financial Information (PLF)* screen. The *PLF* screen shows basic financial data about the purchase order line, including taxes, additional costs, quantity, price, and extended amount.



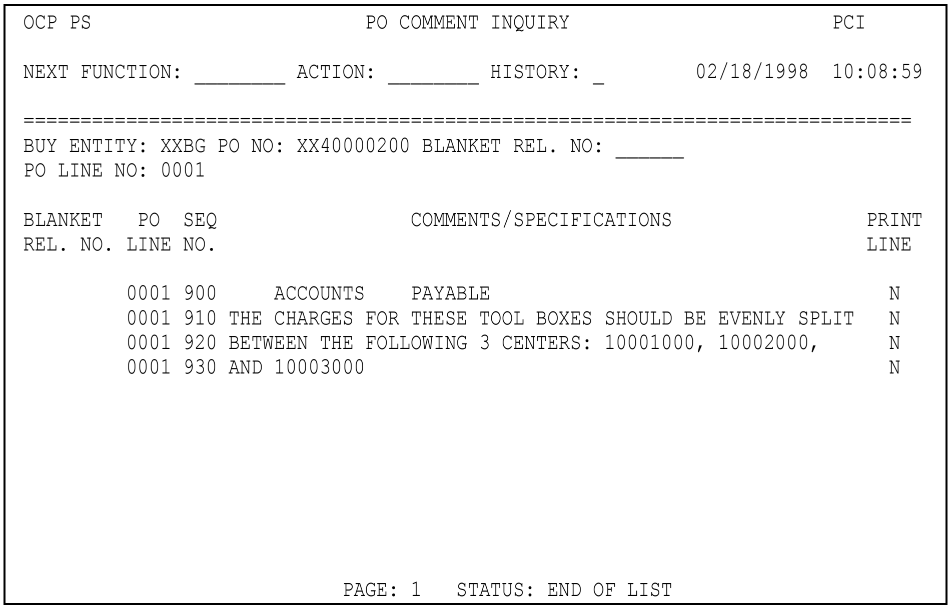
```
OCP PS                   PO LINE FINANCIAL INFORMATION               PLF

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/11/1998  14:22:48
BROWSE: _
==============================================================================
BUY ENTITY          : XXBG
PO NO.              : XX00001071
PO LINE NO.         : 1
BLANKET REL. NO.    : ______

TAX/VAT CODE        :
TAX/VAT COST        :              .00      BC STATUS     :
ADDITIONAL COST CODE:                       OPER APPR/REJ :
ADDITIONAL COST     :              .00      DATE APPR/REJ :
                                            GL EFF. DATE  : 04/12/2002
QUANTITY ORDERED UOP:           2         CURRENCY CODE   :
UNIT PRICE          :         30.00000    DISTRIBUTION IND:
EXTENDED AMOUNT     :            60.00
TOTAL LINE VALUE    :            60.00    GL COMPANY      : XX01
QUANTITY ORDERED SKU:           2.00      GL ACCOUNT      : 534529
TARGET PRICE        :           .00000    GL CENTER       : 10001000
EXTENDED AMOUNT     :              .00    PROJECT COMPANY :
STANDARD UNIT COST  :           .00000    PROJECT CODE    :
EXTENDED AMOUNT     :              .00    ACCOUNTING RULE : 02
```

11. Press Enter to access the *PO Comment Inquiry (PCI)* screen. The *PCI* screen displays the comments written for the purchase order header, blanket release and PO lines, and indicates which of the comments will print on the purchase order.

NOTES



```
OCP PS                       PO COMMENT INQUIRY                    PCI

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/18/1998  10:08:59

==============================================================================
BUY ENTITY: XXBG PO NO: XX40000200 BLANKET REL. NO: ______
PO LINE NO: 0001

BLANKET   PO  SEQ                COMMENTS/SPECIFICATIONS                 PRINT
REL. NO. LINE NO.                                                        LINE

         0001 900     ACCOUNTS    PAYABLE                                  N
         0001 910 THE CHARGES FOR THESE TOOL BOXES SHOULD BE EVENLY SPLIT   N
         0001 920 BETWEEN THE FOLLOWING 3 CENTERS: 10001000, 10002000,     N
         0001 930 AND 10003000                                             N



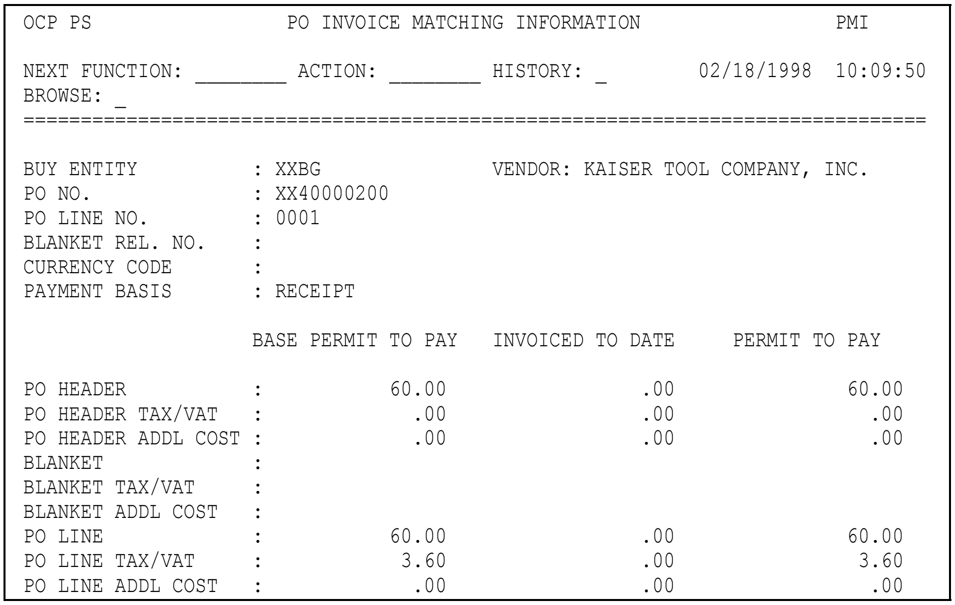






                             PAGE: 1   STATUS: END OF LIST
```

12. Press Enter to access the *PO Invoice Matching Information (PMI)* screen. The *PMI* screen displays the permit-to-pay amounts calculated for AP versus the amount actually invoiced to date for both the selected purchase order line and the total purchase order.



```
OCP PS                 PO INVOICE MATCHING INFORMATION                PMI

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/18/1998  10:09:50
BROWSE: _
==============================================================================

BUY ENTITY          : XXBG              VENDOR: KAISER TOOL COMPANY, INC.
PO NO.              : XX40000200
PO LINE NO.         : 0001
BLANKET REL. NO.    :
CURRENCY CODE       :
PAYMENT BASIS       : RECEIPT

                    BASE PERMIT TO PAY   INVOICED TO DATE     PERMIT TO PAY

PO HEADER           :           60.00                .00              60.00
PO HEADER TAX/VAT   :             .00                .00                .00
PO HEADER ADDL COST :             .00                .00                .00
BLANKET             :
BLANKET TAX/VAT     :
BLANKET ADDL COST   :
PO LINE             :           60.00                .00              60.00
PO LINE TAX/VAT     :            3.60                .00               3.60
PO LINE ADDL COST   :             .00                .00                .00
```

13. Press Enter to return to the *Purchase Order List (PLI)* screen.

You have just completed viewing the complete cycle of purchasing inquiry screens accessed from the *PLI* screen.

Applying Key Matching Concepts

Entering Matching Invoices
Applying Key Matching Concepts
Processing Invoice Exceptions
Obtaining Signature Verification
Converting Units of Measure
Adjusting Payments
Manually Closing PO Lines

Overview

The previous subsection showed you the basic steps required to enter a matching invoice in the NCAS. However, the invoice matching process in the NCAS involves more that the entry of invoices. This subsection will explain two matching concepts that are essential to understanding the invoice matching process: the payment basis and the permit-to-pay. The **payment basis** policy for an invoice determines the calculation of the eligible amount that may be paid for an invoice. The **permit-to-pay (PTP),** calculated by the NCAS, is the eligible amount that the AP clerk is allowed to pay for a particular invoice.

Payment Basis

The payment basis default policy is established at the buying entity level. The payment basis describes the conditions under which an invoice is matched to a PO.

There are four payment bases in the NCAS: purchase order, signature, receipt, and inspection.

Purchase Order Basis

The PO payment basis merely requires that an invoice be received before payment is made. As soon as an invoice is received from the vendor, payment may be made up to the full amount of the purchase order. Payment is allowed based on the quantity ordered.

This payment basis is not used by agencies using EFF, because it offers no control against paying for goods and services that have not been received.

Signature Basis

Similar to purchase order basis, payment under the signature basis is also based on the quantity ordered. However, signature approval of the requester is required before the invoice can be paid.

North Carolina state agencies should use the signature basis as the payment basis for most purchases of services.

NOTES

Receipt Basis

The receipt basis requires an item to be received before the payment can be made. The system will interrupt the invoicing process with an exception. The invoice cannot be paid until the invoiced items have been received and recorded in the NCAS.

EFF agencies use the receipt payment basis for goods transactions.

Inspection Basis

Under inspection basis, goods have to be inspected, accepted and finalized before the invoice can be paid. The system will not permit processing of the invoice until the inspection process has been completed in the NCAS. When the inspection process is completed in the NCAS, the goods are considered to be **finalized**.

Inspection basis will be used by those state agencies that need to verify the quality of goods being received.

Permit-to-Pay Calculations

For each invoice line, the system calculates an extended value that is the amount that may be paid for that invoice or invoice line. This amount is referred to as **base permit-to-pay** (base PTP).

Base PTP is calculated by multiplying the quantity by the PO unit price. This calculation is represented in the following equation:

$$\textbf{Base PTP} = \textbf{(Quantity)} \times \textbf{(PO Unit Price)}$$

The quantity used in the base PTP equation is determined by the payment basis applied to the invoice as follows:

- If payment is based on the **purchase order basis** or the **signature basis**, the base PTP is calculated using the quantity ordered.

$$\textbf{Base PTP} = \textbf{(Quantity Ordered)} \times \textbf{(PO Unit Price)}$$

- If the **receipt payment basis** is used, the base PTP is calculated using the quantity received minus the quantity returned.

$$\textbf{Base PTP} = \textbf{(Quantity Rec'd - Returns)} \times \textbf{(PO Unit Price)}$$

- If the **inspection payment basis** is used, the base PTP is calculated using the quantity of goods finalized.

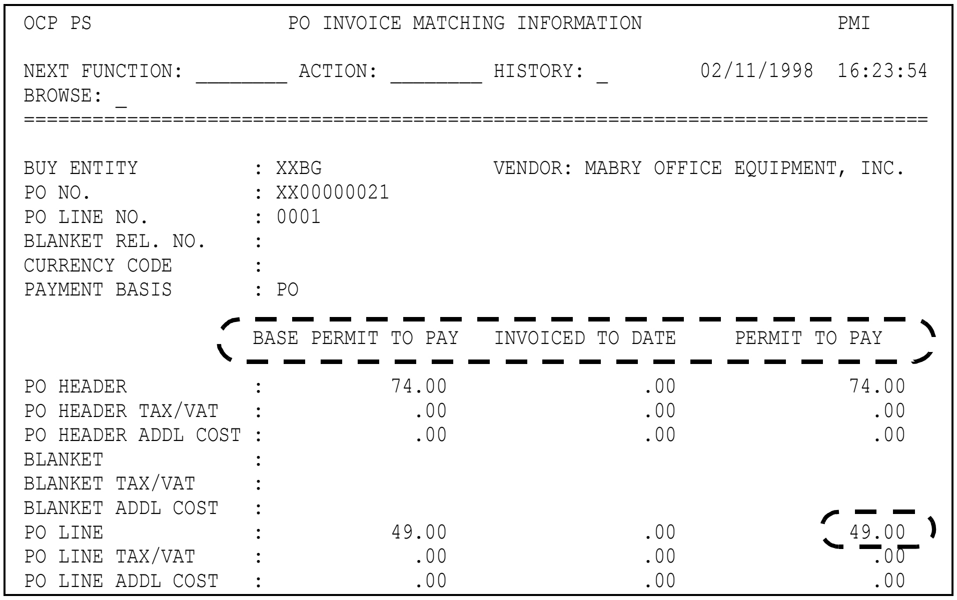
$$\textbf{Base PTP} = \textbf{(Quantity Finalized)} \times \textbf{(PO Unit Price)}$$

Regardless of the quantity used, the system subtracts the invoiced-to-date amount from the base permit-to-pay amount for the PO line. The difference between the base PTP and invoiced-to-date amount is the *actual* **permit-to-pay (PTP)**.

(Base PTP) - (Invoiced-to-Date Amount) = PTP

This PTP calculation prevents overpayment of the PO line and helps determine whether the price of an invoice, matched to the PO, is accurate and should be paid.

The base PTP, invoiced-to-date amount and the PTP for a particular PO line can be seen on the *PO Invoice Matching Information (PMI)* screen.



```
OCP PS                 PO INVOICE MATCHING INFORMATION                PMI

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/11/1998  16:23:54
BROWSE: _
================================================================================

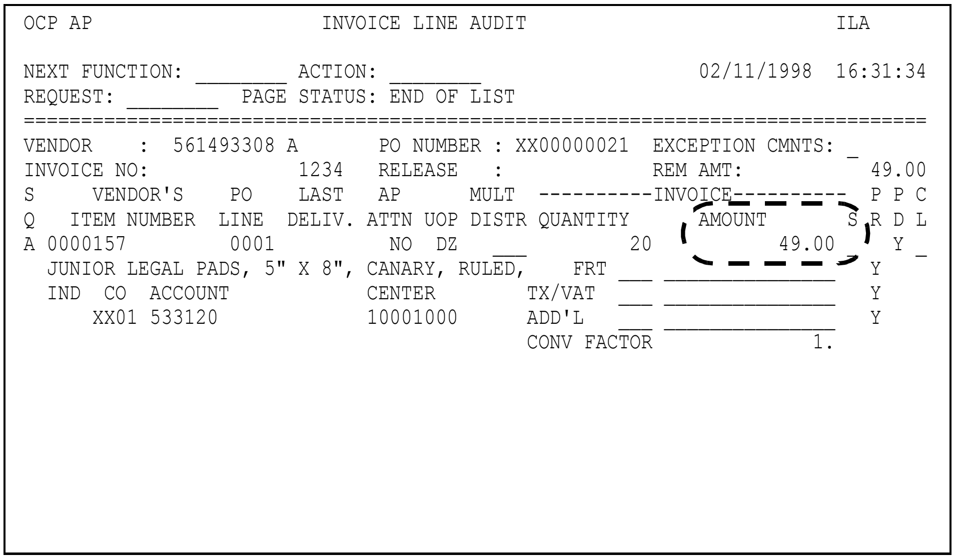
BUY ENTITY          : XXBG             VENDOR: MABRY OFFICE EQUIPMENT, INC.
PO NO.              : XX00000021
PO LINE NO.         : 0001
BLANKET REL. NO.    :
CURRENCY CODE       :
PAYMENT BASIS       : PO

                       BASE PERMIT TO PAY   INVOICED TO DATE     PERMIT TO PAY

PO HEADER           :             74.00                .00              74.00
PO HEADER TAX/VAT   :               .00                .00                .00
PO HEADER ADDL COST :               .00                .00                .00
BLANKET             :
BLANKET TAX/VAT     :
BLANKET ADDL COST   :
PO LINE             :             49.00                .00              49.00
PO LINE TAX/VAT     :               .00                .00                .00
PO LINE ADDL COST   :               .00                .00                .00
```

The actual PTP for the PO line defaults to the AMOUNT field on your *Invoice Line Audit (ILA)* screen. This is the amount that AP is allowed to pay for a particular invoice line, based on that invoice's payment basis and the amount invoiced-to-date.

NOTES



```
OCP AP                    INVOICE LINE AUDIT                          ILA

NEXT FUNCTION: ________ ACTION: ________                02/11/1998  16:31:34
REQUEST: ________  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  561493308 A       PO NUMBER : XX00000021  EXCEPTION CMNTS: _
INVOICE NO:           1234   RELEASE   :            REM AMT:          49.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A 0000157        0001           NO  DZ  ___           20             49.00    Y _
  JUNIOR LEGAL PADS, 5" X 8", CANARY, RULED,    FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT ___ _______________   Y
      XX01 533120             10001000      ADD'L  ___ _______________   Y
                                            CONV FACTOR              1.
```

The following walkthrough demonstrates how the NCAS performs PTP calculations using the PO payment basis.

WALKTHROUGH: Permit-to-Pay Calculations for PO Payment Basis

SCENARIO

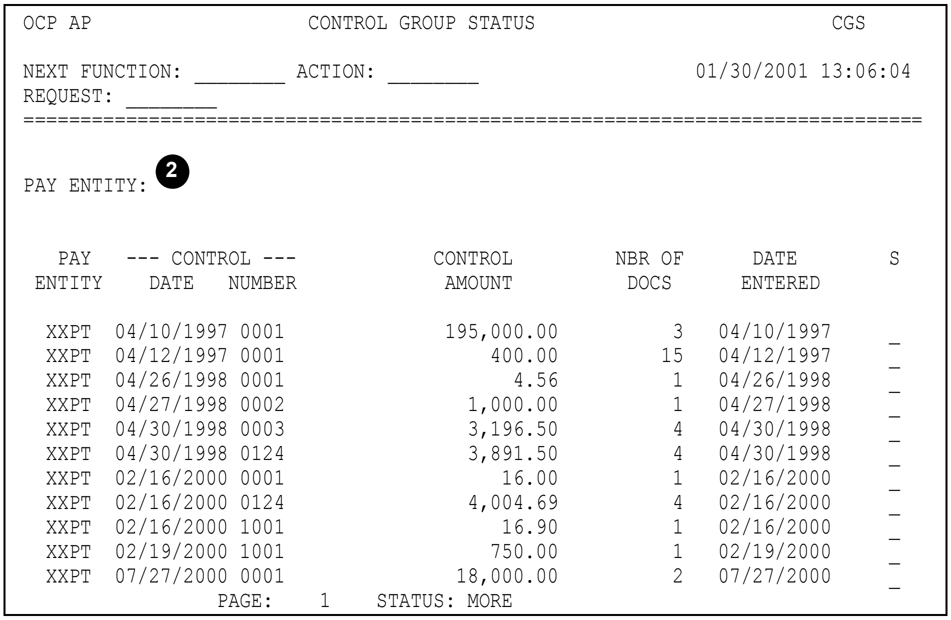
As a part of control group 123, you have received two invoices from the NC Department of Correction. Both invoices are to be applied against the same PO line for 10 chairs. The first invoice in this scenario is a partial payment of the PO line (6 chairs) and the second invoice is for the remaining amount on the PO line (4 chairs). The PO payment basis applies to the invoices.

You have verified that the correct vendor number is 566017634 B. The county code for Wake county is 92.

Invoice: **NC Department of Correction** **Correction Enterprises** **620 North West St** **Raleigh, NC 27603**		**Invoice Number: 9382713001** **Invoice Date: 02/16/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
High Back Office Chairs - Black	**6**	**200.00**	**1200.00**
PO# XX40000206		**Freight:** **Tax:** **Total:**	 **72.00** **1272.00**

NOTES

1. Type **CGS** in the NEXT FUNCTION field and press Enter to access the *Control Group Status (CGS)* screen.



```
OCP AP                    CONTROL GROUP STATUS                          CGS

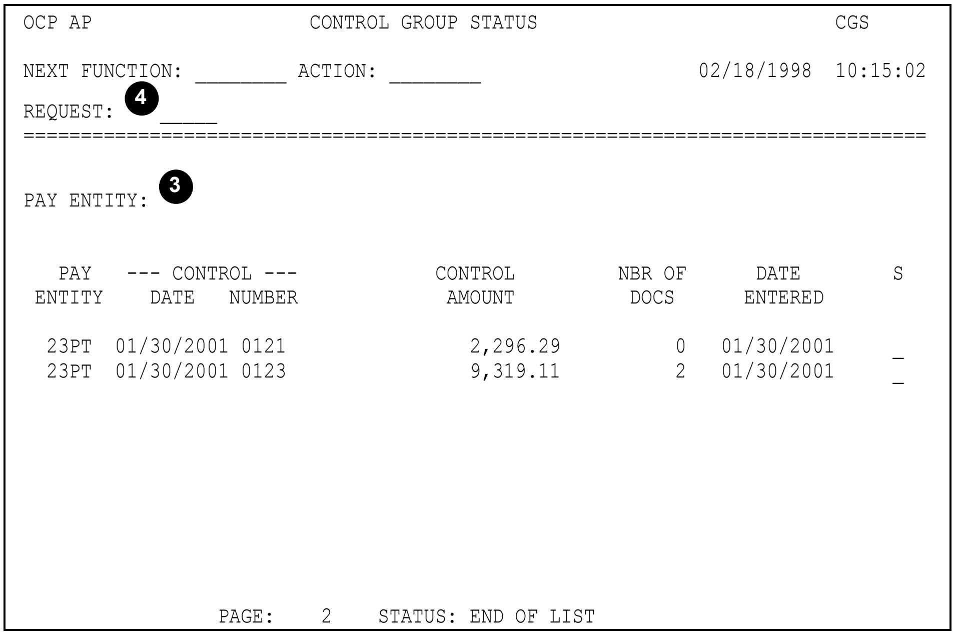
NEXT FUNCTION: ________ ACTION: ________                     01/30/2001 13:06:04
REQUEST: ________
================================================================================

PAY ENTITY:


   PAY   --- CONTROL ---             CONTROL         NBR OF      DATE        S
 ENTITY    DATE   NUMBER              AMOUNT          DOCS      ENTERED

  XXPT  04/10/1997 0001            195,000.00          3   04/10/1997      _
  XXPT  04/12/1997 0001                400.00         15   04/12/1997      _
  XXPT  04/26/1998 0001                  4.56          1   04/26/1998      _
  XXPT  04/27/1998 0002              1,000.00          1   04/27/1998      _
  XXPT  04/30/1998 0003              3,196.50          4   04/30/1998      _
  XXPT  04/30/1998 0124              3,891.50          4   04/30/1998      _
  XXPT  02/16/2000 0001                 16.00          1   02/16/2000      _
  XXPT  02/16/2000 0124              4,004.69          4   02/16/2000      _
  XXPT  02/16/2000 1001                 16.90          1   02/16/2000      _
  XXPT  02/19/2000 1001                750.00          1   02/19/2000      _
  XXPT  07/27/2000 0001             18,000.00          2   07/27/2000      _
                 PAGE:    1    STATUS: MORE
```

2. Type **your paying entity (XXPT)** in the PAY ENTITY field and press Enter to access a list of open control groups for your paying entity.



```
OCP AP                    CONTROL GROUP STATUS                          CGS

NEXT FUNCTION: ________ ACTION: ________                     02/18/1998  10:15:02
REQUEST:    _____
================================================================================

PAY ENTITY:


   PAY   --- CONTROL ---             CONTROL         NBR OF      DATE        S
 ENTITY    DATE   NUMBER              AMOUNT          DOCS      ENTERED

  23PT  01/30/2001 0121              2,296.29          0   01/30/2001      _
  23PT  01/30/2001 0123              9,319.11          2   01/30/2001      _









                 PAGE:    2    STATUS: END OF LIST
```

3. Type **S** in the S (SELECT) field to *select* control group 123.

4. Type **4** in the REQUEST field and press Enter to access a blank *Invoice Matching (IMP)* screen in control group 123.

NOTES

After selecting a specific control group on the *CGS* screen, you can access the following screens within that control group by typing:

1 The *Control Document Entry (CDE)* screen to view the control group header information for the specific control group

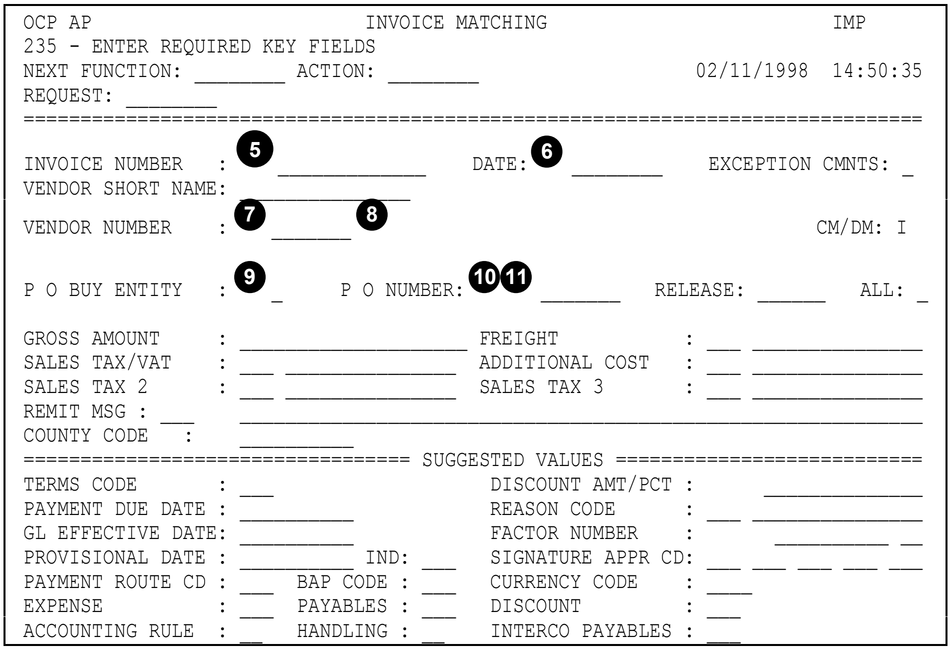
3 The *Invoice Worksheet (IWS-1T)* screen to process direct invoices

4 The *Invoice Matching (IMP)* screen to process matching invoices

5 The *Employee Worksheet (EWS-1T)* screen to process employee transactions

6 The *Document Level Comments (DLC)* screen to add comments to a document

8 The *Control Entry Status (CES)* screen to view a list of the documents already entered in the control group



```
OCP AP                        INVOICE MATCHING                        IMP
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________            02/11/1998  14:50:35
REQUEST: ________
=========================================================================

INVOICE NUMBER    :   _____________    DATE:   ________    EXCEPTION CMNTS: _
VENDOR SHORT NAME: _______________

VENDOR NUMBER     :   _______                                    CM/DM: I

P O BUY ENTITY    :   _     P O NUMBER:     _______   RELEASE: ______   ALL: _

GROSS AMOUNT      : ____________________ FREIGHT          : ___ _______________
SALES TAX/VAT     : ___ _______________ ADDITIONAL COST  : ___ _______________
SALES TAX 2       : ___ _______________ SALES TAX 3      : ___ _______________
REMIT MSG : ___     ____________________________________________________________
COUNTY CODE    :    __________
=================================== SUGGESTED VALUES ===========================
TERMS CODE        : ___                  DISCOUNT AMT/PCT :      ______________
PAYMENT DUE DATE  : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________            FACTOR NUMBER    :       __________ __
PROVISIONAL DATE  : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD  : ___  BAP CODE : ___  CURRENCY CODE    : ____
EXPENSE           : ___  PAYABLES : ___  DISCOUNT         : ___
ACCOUNTING RULE   : __   HANDLING : __   INTERCO PAYABLES : ___
```

5. Type **9382713001** in the INVOICE NUMBER field.

6. Type **021602** in the DATE field.

7. Type **566017634** in the first blank of the VENDOR NUMBER field.

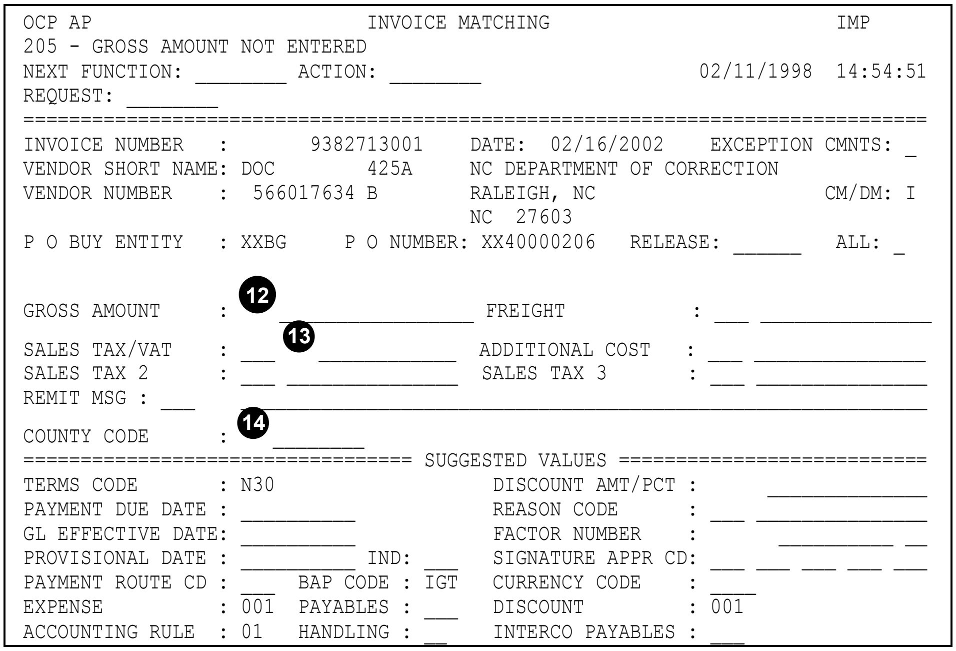
8. Type **B** in the second blank of the VENDOR NUMBER field and press Enter to return the vendor name and address to the *IMP* screen.

NOTES

> If you use the vendor's short name to retrieve the vendor number and address, then access the *Remit To Vendor Setup (VRS)* screen to verify the vendor information. In this scenario, you had verified the vendor address and obtained the accurate vendor number prior to keying the matching invoice into the system.

9. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.

10. Type **XX40000206** in the PO NUMBER field and press Enter to process the entered information.



```
OCP AP                        INVOICE MATCHING                         IMP
205 - GROSS AMOUNT NOT ENTERED
NEXT FUNCTION: ________ ACTION: ________                  02/11/1998  14:54:51
REQUEST: ________
==============================================================================
INVOICE NUMBER   :       9382713001    DATE:  02/16/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: DOC        425A     NC DEPARTMENT OF CORRECTION
VENDOR NUMBER    :  566017634 B        RALEIGH, NC                      CM/DM: I
                                       NC  27603
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000206   RELEASE: ______   ALL: _

GROSS AMOUNT     :   _________________ FREIGHT           : ___ _______________

SALES TAX/VAT    : ___   ____________ ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________ SALES TAX 3       : ___ _______________
REMIT MSG : ___  ____________________________________________________________

COUNTY CODE      :   ________
================================ SUGGESTED VALUES ===========================
TERMS CODE       : N30                  DISCOUNT AMT/PCT :       ______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :      __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : IGT  CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __   INTERCO PAYABLES : ___
```

11. Verify that the correct payment terms have been defaulted into the TERMS CODE field.

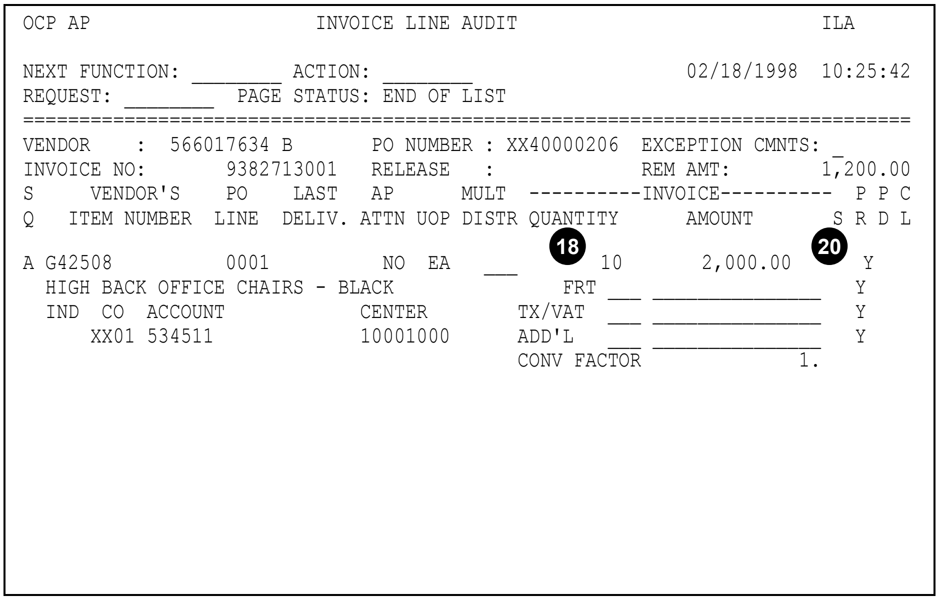
12. Type **1272.00** in the GROSS AMOUNT field.

13. Type **72.00** in the second blank space in the SALES TAX/VAT field.

14. Type **92** in the COUNTY CODE field because Raleigh is located in Wake County. The county code for Wake is 92.

15. Press Enter to process the information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with an invoice.

NOTES



```
OCP AP                   INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: ________ ACTION: ________                   02/18/1998  10:25:42
REQUEST: ________  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  566017634 B       PO NUMBER : XX40000206  EXCEPTION CMNTS: _
INVOICE NO:       9382713001   RELEASE   :             REM AMT:       1,200.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT      S R D L

A G42508         0001          NO  EA   ___          10      2,000.00      Y
  HIGH BACK OFFICE CHAIRS - BLACK           FRT ___ _______________   Y
  IND  CO  ACCOUNT           CENTER       TX/VAT  ___ _______________   Y
      XX01 534511            10001000     ADD'L   ___ _______________   Y
                                          CONV FACTOR              1.
```

16. Verify that the unit of measure **(EA)** shown in the UOP field is the same as the unit of measure used on the invoice. Change the unit of measure if there are any discrepancies.

17. Verify that the quantity shown in the QUANTITY field on the *ILA* screen is the same as the invoice quantity. Note that the quantity on the *ILA* screen is **10** but the quantity on the invoice is **6**.

18. Type **6** in the QUANTITY field to correct the discrepancy.

19. Verify that the amount in the AMOUNT field on the *ILA* screen is the same as the invoice amount.

    Note that **2000.00** has defaulted to the AMOUNT field on the *ILA* screen. Remember that this value should be the same as the permit-to-pay (PTP) for this invoice line.

    To verify that the value in the AMOUNT field on the *ILA* screen is the same as the PTP for this invoice line, access the *PO Invoice Matching (PMI)* screen through the *PO Line Inquiry (PLI)* screen.

20. Type **P** in the S (SELECT) field to select the *PO Line Inquiry (PLI)* screen.

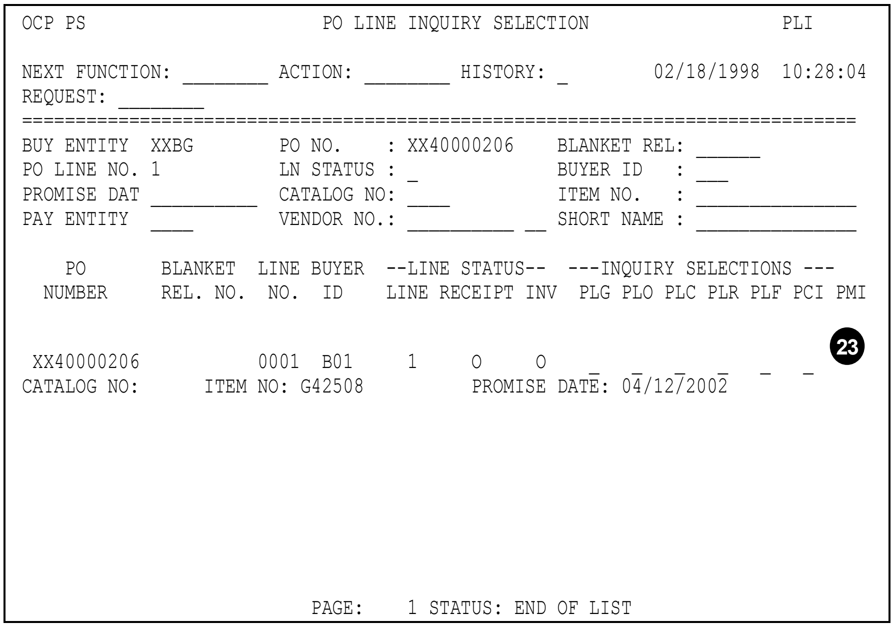
Type **P** in the S (SELECT) field to access the *PO Line Inquiry (PLI)* screen from which you can select other inquiry screens for this PO line.

Type **C** in the S (SELECT) field to access the *PO Comment Inquiry (PCI)* screen to review comments for a PO line. This is especially important when the value in the AP ATTN field is **YES**. **YES** indicates that the buyer has directed specific comments to you about the PO line.

NOTES

21. Press Enter to process the information and to access the *PLI* screen.

22. Press Enter to process the information that has defaulted to the *PLI* screen and to access a list of the PO lines for this PO.



```
OCP PS                     PO LINE INQUIRY SELECTION                  PLI

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/18/1998  10:28:04
REQUEST: ________
===============================================================================
BUY ENTITY  XXBG        PO NO.    : XX40000206    BLANKET REL: ______
PO LINE NO. 1           LN STATUS : _             BUYER ID   : ___
PROMISE DAT __________  CATALOG NO: ____          ITEM NO.   : _______________
PAY ENTITY  ____        VENDOR NO.: __________ __ SHORT NAME : _______________

    PO      BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
  NUMBER    REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI


 XX40000206           0001  B01     1     O     O    _   _   _   _   _   _
CATALOG NO:     ITEM NO: G42508         PROMISE DATE: 04/12/2002







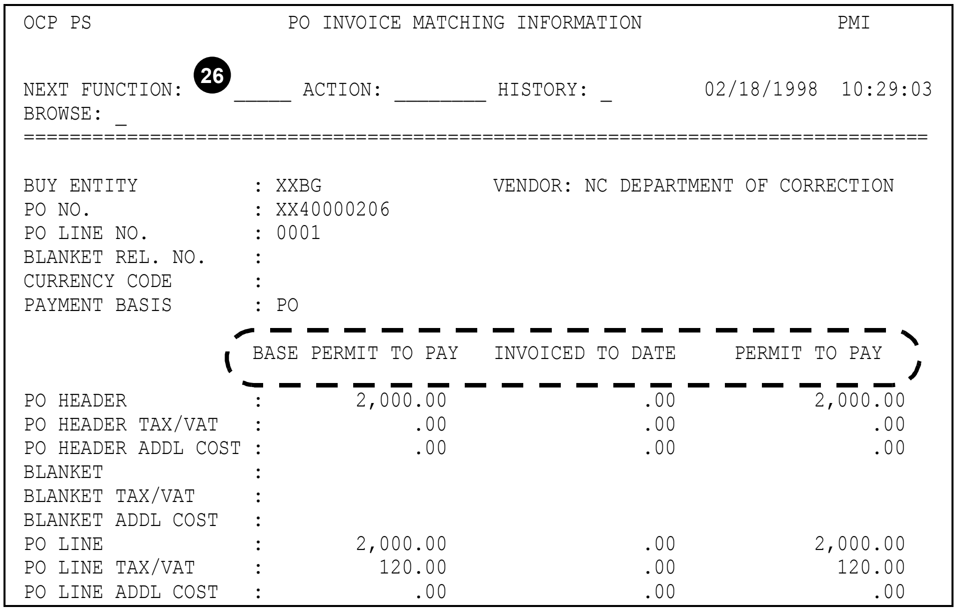


                                PAGE:    1 STATUS: END OF LIST
```

23. Type **S** in the PMI field to *select* the *PO Invoice Matching Information (PMI)* screen for PO line 0001.

24. Press Enter to process the information and to access the *PMI* screen for this PO line.

NOTES



```
OCP PS                 PO INVOICE MATCHING INFORMATION                PMI

NEXT FUNCTION: _____ ACTION: ________ HISTORY: _       02/18/1998  10:29:03
BROWSE: _
===============================================================================

BUY ENTITY          : XXBG             VENDOR: NC DEPARTMENT OF CORRECTION
PO NO.              : XX40000206
PO LINE NO.         : 0001
BLANKET REL. NO.    :
CURRENCY CODE       :
PAYMENT BASIS       : PO

                      BASE PERMIT TO PAY   INVOICED TO DATE     PERMIT TO PAY

PO HEADER           :        2,000.00                .00            2,000.00
PO HEADER TAX/VAT   :             .00                .00                 .00
PO HEADER ADDL COST :             .00                .00                 .00
BLANKET             :
BLANKET TAX/VAT     :
BLANKET ADDL COST   :
PO LINE             :        2,000.00                .00            2,000.00
PO LINE TAX/VAT     :          120.00                .00              120.00
PO LINE ADDL COST   :             .00                .00                 .00
```

25. Look at the values in the BASE PERMIT TO PAY, INVOICED TO DATE and PERMIT TO PAY fields for the PO line. Also look at the PAYMENT BASIS field.

    Note that the value in the PERMIT TO PAY field is the same value that you observed in the AMOUNT field on the *ILA* screen in Step 19.

    There is no value in the INVOICED TO DATE field because no invoice has been applied against this PO line yet.

    Note also that **PO** has defaulted to the PAYMENT BASIS field indicating that this invoice will be paid on a purchase order payment basis.

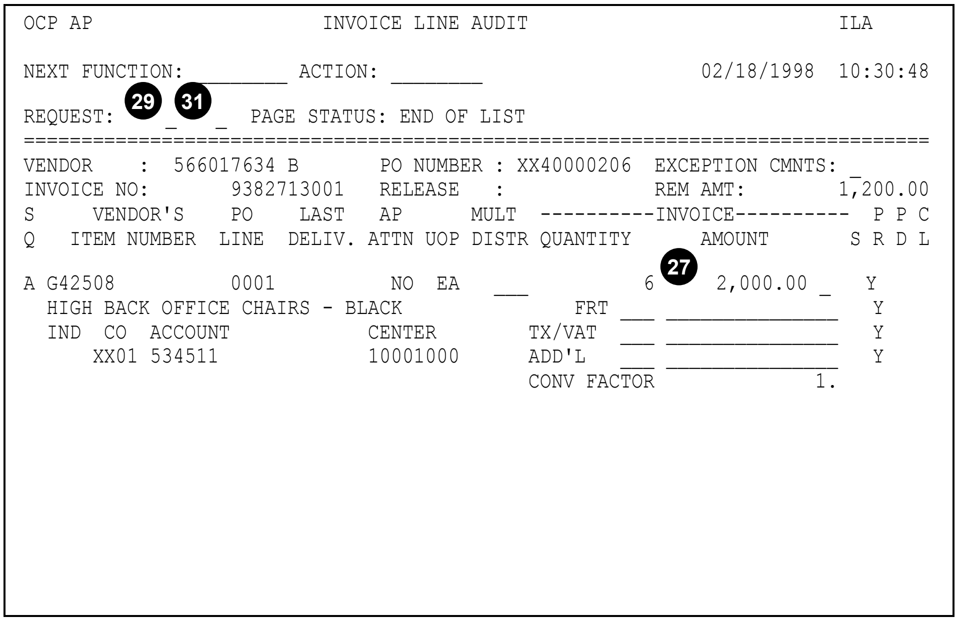
Remember that since this invoice is being paid under PO payment basis, the base permit-to-pay is calculated as follows:

Base PTP = (Quantity Ordered) × (PO Unit Price)
2000 = (10) × (200)

In other words, as long as AP receives an invoice, AP can pay this PO line up to the amount of the base PTP. Therefore, AP can pay this PO line up to $2,000.

26. Type **BACK** in the NEXT FUNCTION field and press Enter to return to the *ILA* screen.

NOTES



```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION:________ ACTION: ________                    02/18/1998  10:30:48

REQUEST: _ _  PAGE STATUS: END OF LIST
=============================================================================
VENDOR    :  566017634 B       PO NUMBER : XX40000206  EXCEPTION CMNTS: _
INVOICE NO:       9382713001   RELEASE   :             REM AMT:       1,200.00
S     VENDOR'S    PO    LAST   AP     MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L

A G42508          0001          NO  EA   ___         6     2,000.00 _   Y
  HIGH BACK OFFICE CHAIRS - BLACK           FRT ___ _______________    Y
  IND  CO  ACCOUNT            CENTER       TX/VAT  ___ _______________    Y
      XX01 534511             10001000     ADD'L   ___ _______________    Y
                                           CONV FACTOR              1.
```

27. Type **1200.00** in the AMOUNT field to correct the discrepancy between the invoice and the *ILA* screen.

28. Verify the accounting distribution that appears in the CO, ACCOUNT and CENTER fields. Change the accounting distribution if it is incorrect.

29. Type **A** in the REQUEST field to identify line 0001.

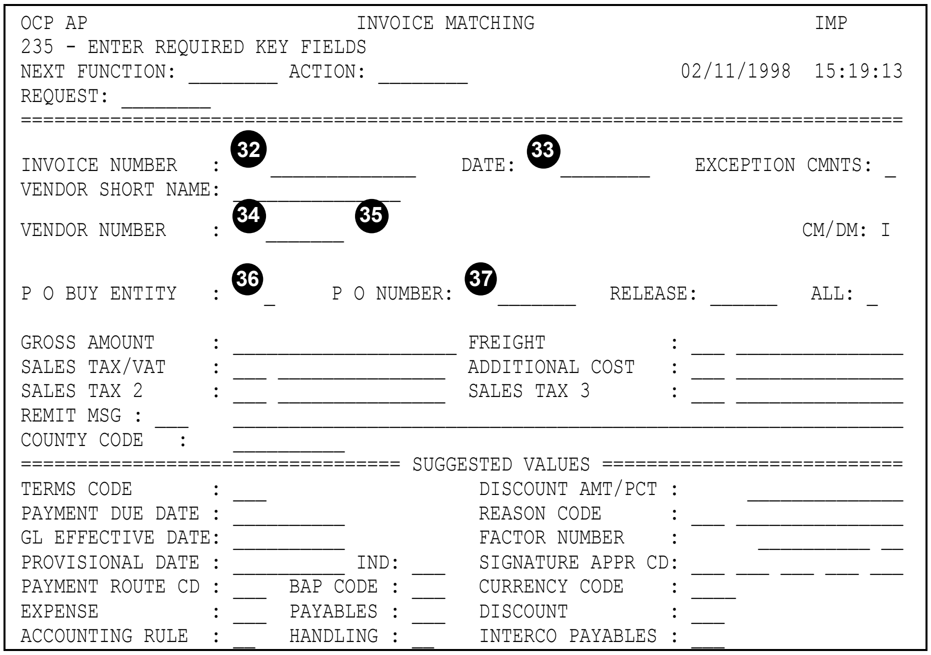
30. Press Enter to tag the PO line.

31. Type **N** or **NEXT** in the REQUEST field and press Enter to process the invoice and to access a new *IMP* screen.

You have received another invoice to match against the same PO line for the remaining quantity and amount.

Invoice: NC Department of Correction Correction Enterprises 620 North West St Raleigh, NC 27603		**Invoice Number: 9382713002 Invoice Date: 02/20/2002 Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
High Back Office Chairs - Black	**4**	**200.00**	**800.00**
PO# XX40000206		**Freight: Tax: Total:**	** 48.00 848.00**

NOTES



```
OCP AP                        INVOICE MATCHING                         IMP
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                  02/11/1998  15:19:13
REQUEST: ________
===============================================================================

INVOICE NUMBER   :  _____________      DATE:  ________     EXCEPTION CMNTS: _
VENDOR SHORT NAME: _____________
VENDOR NUMBER    :  _______                                          CM/DM: I

P O BUY ENTITY   :  _     P O NUMBER:  _______     RELEASE: ______   ALL: _

GROSS AMOUNT     : ____________________ FREIGHT          : ___ _______________
SALES TAX/VAT    : ___ _______________  ADDITIONAL COST  : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3      : ___ _______________
REMIT MSG : ___    ___________________________________________________________
COUNTY CODE   :    __________
================================= SUGGESTED VALUES ============================
TERMS CODE       : ___                   DISCOUNT AMT/PCT :     ______________
PAYMENT DUE DATE : __________            REASON CODE      : ___ ______________
GL EFFECTIVE DATE: __________            FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___   SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : ___   CURRENCY CODE    : ____
EXPENSE          : ___  PAYABLES : ___   DISCOUNT         : ___
ACCOUNTING RULE  : __   HANDLING : __    INTERCO PAYABLES : ___
```

32. Type **9382713002** in the INVOICE NUMBER field.

33. Type **022002** in the DATE field.

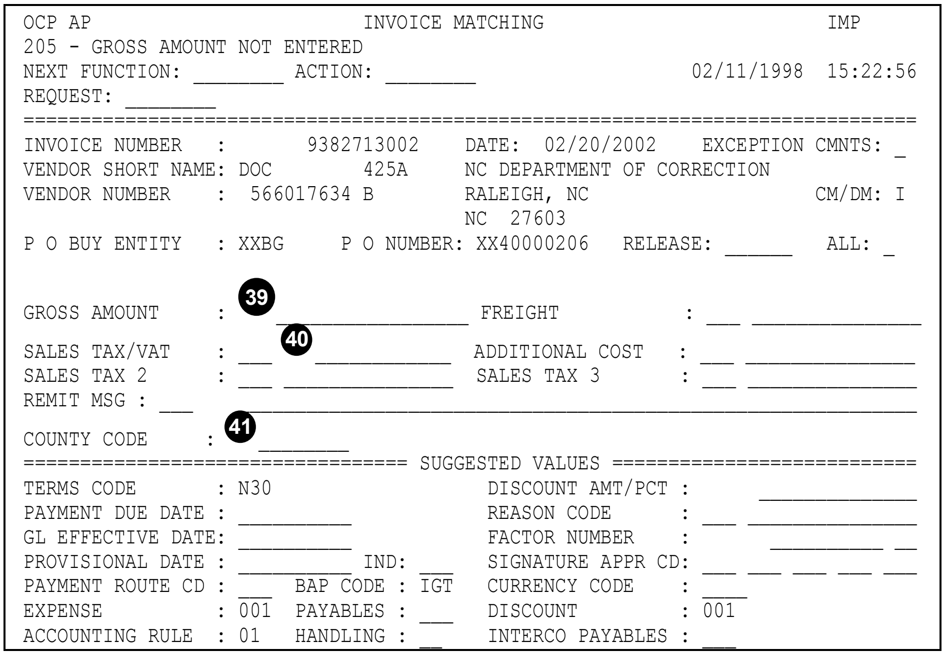
34. Type **566017634** in the first blank of the VENDOR NUMBER field.

35. Type **B** in the second blank of the VENDOR NUMBER field and press Enter to return the vendor name and address to the *IMP* screen.

36. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.

37. Type **XX40000206** in the PO NUMBER field and press Enter to process the entered information.

NOTES



```
OCP AP                        INVOICE MATCHING                         IMP
205 - GROSS AMOUNT NOT ENTERED
NEXT FUNCTION: ________ ACTION: ________                   02/11/1998  15:22:56
REQUEST: ________
================================================================================
INVOICE NUMBER    :       9382713002    DATE:  02/20/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: DOC        425A     NC DEPARTMENT OF CORRECTION
VENDOR NUMBER    :  566017634 B        RALEIGH, NC                    CM/DM: I
                                       NC  27603
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000206   RELEASE: ______   ALL: _

GROSS AMOUNT     :     _________________ FREIGHT          : ___ _______________
SALES TAX/VAT    : ___     ____________ ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________ SALES TAX 3       : ___ _______________
REMIT MSG : ___   _____________________________________________________________
COUNTY CODE     :    ________
================================== SUGGESTED VALUES ===========================
TERMS CODE       : N30                  DISCOUNT AMT/PCT :       ______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___   BAP CODE : IGT  CURRENCY CODE    : ____
EXPENSE          : 001   PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01    HANDLING : __   INTERCO PAYABLES : ___
```

38. Verify that the correct payment terms have been defaulted into the TERMS CODE field.

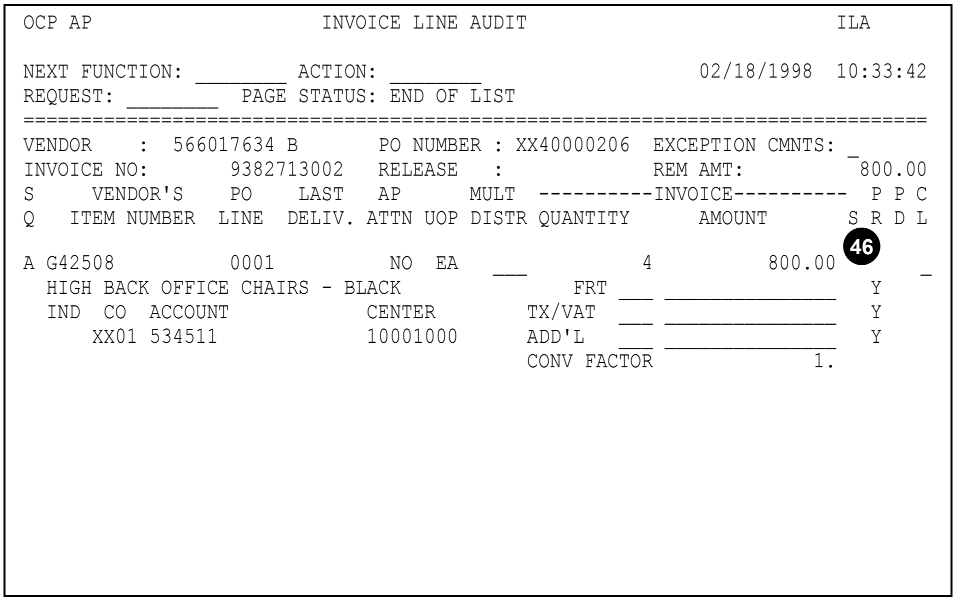
39. Type **848.00** in the GROSS AMOUNT field.

40. Type **48.00** in the second blank space in the SALES TAX/VAT field.

41. Type **92** in the COUNTY CODE field since Raleigh is in Wake County. The county code for Wake is 92.

42. Press Enter to process the information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with an invoice.

NOTES



```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: ________ ACTION: ________                    02/18/1998  10:33:42
REQUEST: ________   PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  566017634 B       PO NUMBER : XX40000206  EXCEPTION CMNTS: _
INVOICE NO:       9382713002   RELEASE   :             REM AMT:          800.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L

A G42508          0001          NO  EA    ___          4          800.00       _
  HIGH BACK OFFICE CHAIRS - BLACK             FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 534511             10001000      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

43. Verify that the unit of measure **(EA)** shown in the UOP field is the same as the unit of measure used on the invoice. Change the unit of measure if there are any discrepancies.

44. Verify that the quantity **(4)** shown in the QUANTITY field on the *ILA* screen is the same as the invoice quantity.

45. Verify that the amount **(800.00)** in the AMOUNT field on the *ILA* screen is the same as the invoice amount.

> Remember that since this invoice is being paid under PO payment basis, the base permit-to-pay is calculated as follows:
>
> Base PTP = (Quantity Ordered) × (PO Unit Price)
> 2000 = (10) × (200)
>
> In other words, as long as AP receives an invoice, AP can pay this PO line up to the amount of the base PTP. Therefore, AP can pay this PO line up to $2,000.

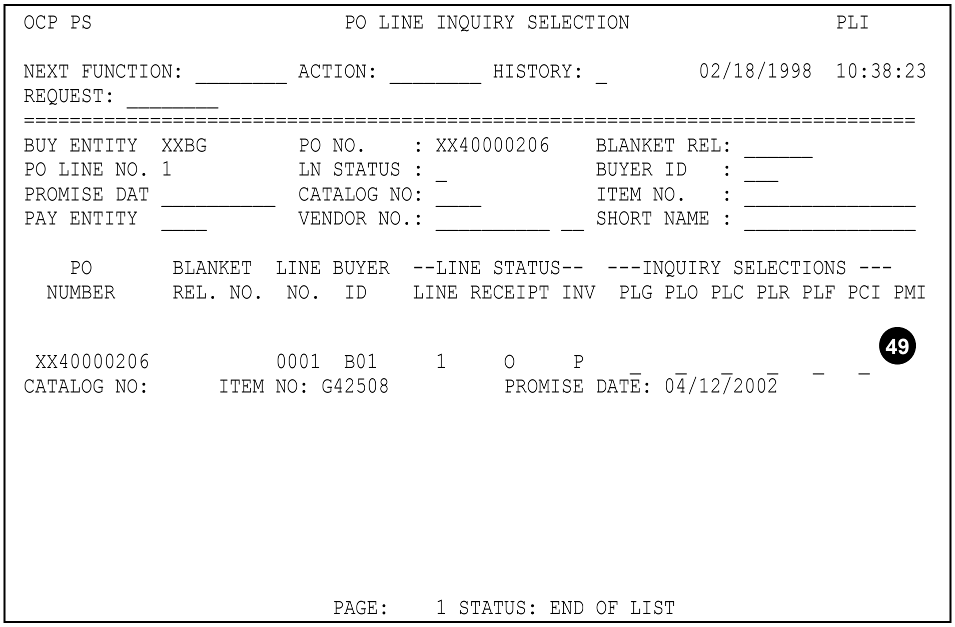
To verify that the value in the AMOUNT field on the *ILA* screen is the same as the PTP for this invoice line, access the *PO Invoice Matching Information (PMI)* screen through the *PO Line Inquiry (PLI)* screen.

46. Type **P** in the S (SELECT) field to select the *PO Line Inquiry (PLI)* screen.

47. Press Enter to process the information and to access the *PLI* screen.

48. Press Enter to process the information that has defaulted to the *PLI* screen and to access a list of PO lines for this PO.

NOTES



```
OCP PS                      PO LINE INQUIRY SELECTION                 PLI

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/18/1998  10:38:23
REQUEST: ________
==============================================================================
BUY ENTITY  XXBG        PO NO.    : XX40000206    BLANKET REL: ______
PO LINE NO. 1           LN STATUS : _             BUYER ID   : ___
PROMISE DAT __________  CATALOG NO: ____          ITEM NO.   : _______________
PAY ENTITY  ____        VENDOR NO.: __________ __ SHORT NAME : _______________

    PO       BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
  NUMBER     REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI


 XX40000206          0001  B01     1     O     P     _   _   _   _   _   _
CATALOG NO:      ITEM NO: G42508         PROMISE DATE: 04/12/2002



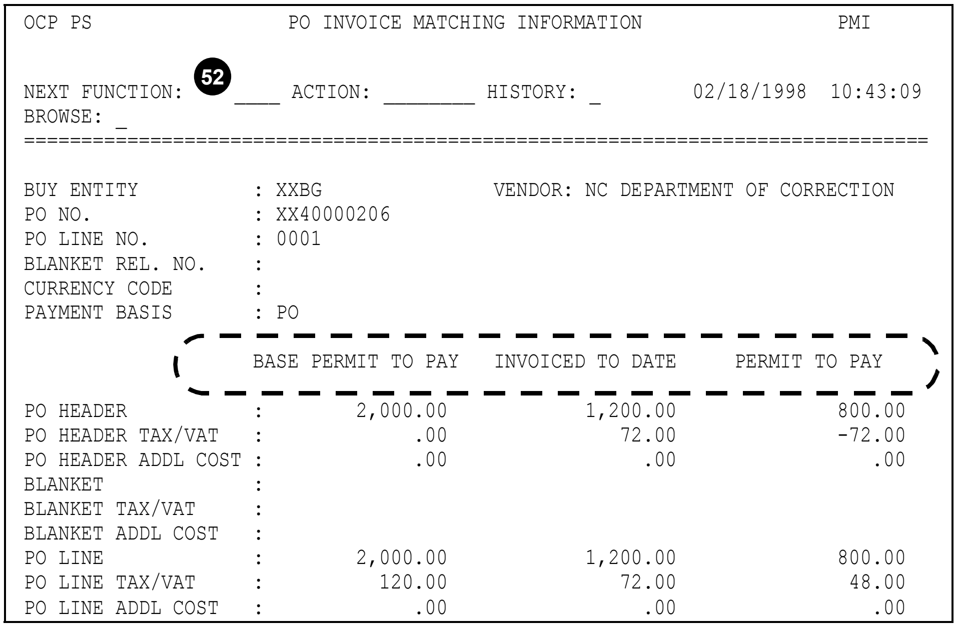




                            PAGE:    1 STATUS: END OF LIST
```

49. Type **S** in the PMI field to select the *PO Invoice Matching Information (PMI)* screen for PO line 0001.

50. Press Enter to process the information and to access the *PMI* screen for this PO line.



```
OCP PS                 PO INVOICE MATCHING INFORMATION                PMI


NEXT FUNCTION: ____ ACTION: ________ HISTORY: _       02/18/1998  10:43:09
BROWSE: _
===============================================================================

BUY ENTITY          : XXBG              VENDOR: NC DEPARTMENT OF CORRECTION
PO NO.              : XX40000206
PO LINE NO.         : 0001
BLANKET REL. NO.    :
CURRENCY CODE       :
PAYMENT BASIS       : PO

                       BASE PERMIT TO PAY   INVOICED TO DATE     PERMIT TO PAY

PO HEADER           :        2,000.00            1,200.00              800.00
PO HEADER TAX/VAT   :             .00               72.00              -72.00
PO HEADER ADDL COST :             .00                 .00                 .00
BLANKET             :
BLANKET TAX/VAT     :
BLANKET ADDL COST   :
PO LINE             :        2,000.00            1,200.00              800.00
PO LINE TAX/VAT     :          120.00               72.00               48.00
PO LINE ADDL COST   :             .00                 .00                 .00
```

51. Look at the values in the BASE PERMIT TO PAY, INVOICED-TO-DATE and PERMIT TO PAY fields for the PO line.

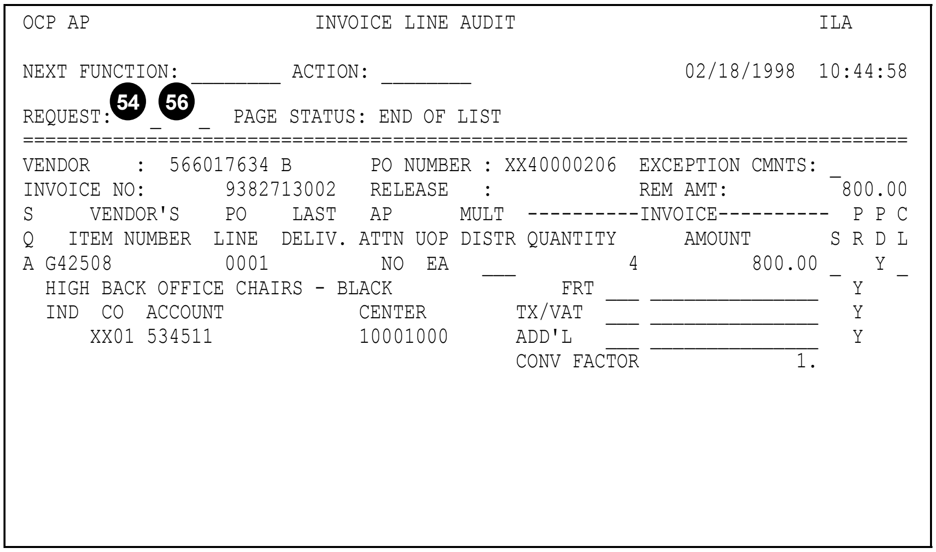
Note that the BASE PERMIT TO PAY field still shows **2,000.00** (the same base permit to pay value that you observed in Step 25).

NOTES

The value in the INVOICED TO DATE field is **1,200.00** which is the same as the invoice (invoice number 9382713001) that you have applied.

The PERMIT TO PAY field is now the difference of the BASE PERMIT TO PAY and INVOICED TO DATE amounts. The value of the PERMIT TO PAY field is the same as the AMOUNT field on the *ILA* screen in Step 45.

52. Type **BACK** in the NEXT FUNCTION field and press Enter to return to the *ILA* screen.



```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: ________ ACTION: ________                   02/18/1998  10:44:58

REQUEST:    _   _  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  566017634 B       PO NUMBER : XX40000206  EXCEPTION CMNTS: _
INVOICE NO:        9382713002  RELEASE   :             REM AMT:           800.00
S     VENDOR'S     PO   LAST   AP      MULT  ----------INVOICE----------   P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT        S R D L
A G42508          0001          NO  EA   ___          4           800.00 _   Y _
  HIGH BACK OFFICE CHAIRS - BLACK               FRT ___ ________________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ ________________   Y
      XX01 534511             10001000      ADD'L   ___ ________________   Y
                                            CONV FACTOR               1.
```

53. Verify the accounting distribution that appears in the CO, ACCOUNT and CENTER fields. Change the accounting distribution if it appears incorrectly.

54. Type **A** in the REQUEST field to identify line 0001.

55. Press Enter to tag the PO line.

56. Type **N** or **NEXT** in the REQUEST field and press Enter to process the invoice and access a new *IMP* screen.

You have finished processing the third and fourth invoices in control group 123.

This walkthrough demonstrated the following:

- How the NCAS performs permit-to-pay calculations using the PO payment basis
- The relationship between base permit-to-pay, invoiced-to-date and permit-to-pay amounts
- The use of the *PO Invoice Matching Information (PMI)* screen to inquire upon the available permit-to-pay for a particular PO line

This walkthrough also demonstrated one of the advantages of the NCAS: the reduction in the AP clerk's work because he or she does not have to manually compare the invoice and the PO under the PO payment basis.

- Because the NCAS performs permit-to-pay calculations, the AP clerk does not have to keep referring back to the PO to calculate available PTP.
- The AP clerk also does not have to search for previous invoices against a particular PO because the NCAS tracks the invoiced-to-date amounts and reduces the PTP accordingly.
- The *PMI* screen allows the AP clerk to look up all the information related to the available PTP for a PO line without having to physically look up the PO or previous invoices.

The following scenario demonstrates how the NCAS performs PTP calculations using the receipt payment basis.

ACTIVITY: Permit-to-Pay Calculation Using the Receipt Payment Basis

SCENARIO

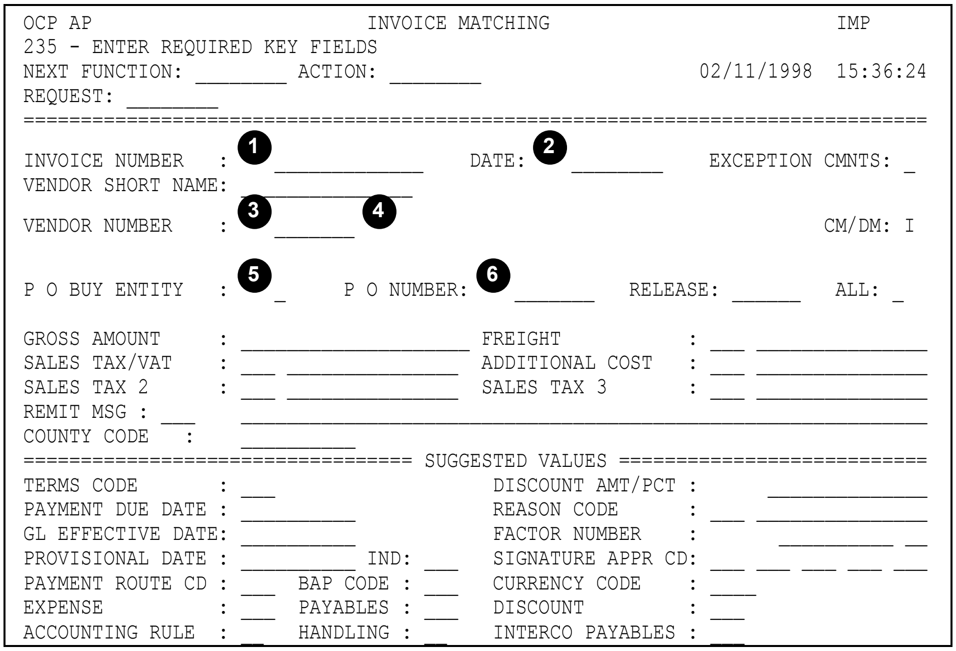
You have received another invoice from Mabry Office Equipment, Inc. for the quantity of goods ordered (20 desks). However, the goods have only been partially received (5 desks have been received). The receipt payment basis applies to the invoice.

You have already verified the vendor address. The applicable vendor number is 561493308 A. Shelby is located in Cleveland county and its county code is 23.

You are on the *IMP* screen. Process this invoice.

NOTES

Invoice: Mabry Office Equipment PO Box 2427 Shelby, NC 28150		**Invoice Number: 9874563003 Invoice Date: 02/11/2002 Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Wood Desks	**20**	**100.00**	**2000.00**
PO# XX40000207		**Freight: Tax: Total:**	** 120.00 2120.00**



```
OCP AP                        INVOICE MATCHING                         IMP
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                  02/11/1998  15:36:24
REQUEST: ________
===============================================================================

INVOICE NUMBER   :   _____________     DATE:   ________    EXCEPTION CMNTS: _
VENDOR SHORT NAME:   _____________

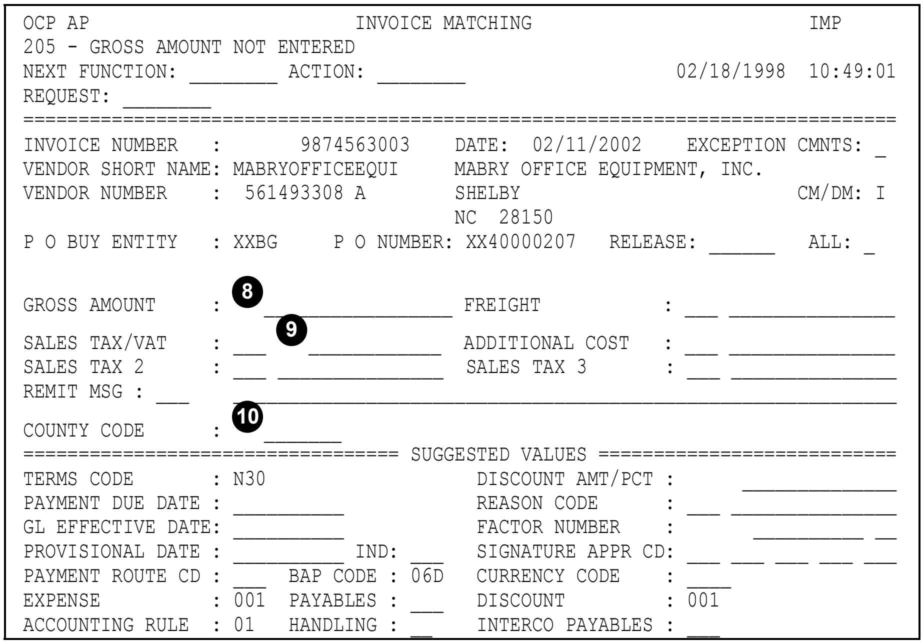
VENDOR NUMBER    :   _______                                          CM/DM: I

P O BUY ENTITY   :   _     P O NUMBER:   _______    RELEASE: ______    ALL: _

GROSS AMOUNT     : ____________________ FREIGHT          : ___ _______________
SALES TAX/VAT    : ___ _______________ ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________ SALES TAX 3       : ___ _______________
REMIT MSG : ___    ___________________________________________________________
COUNTY CODE   :    __________
================================== SUGGESTED VALUES ===========================
TERMS CODE       : ___                  DISCOUNT AMT/PCT :        ______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :        __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : ___  CURRENCY CODE    : ____
EXPENSE          : ___  PAYABLES : ___  DISCOUNT         : ___
ACCOUNTING RULE  : __   HANDLING : __   INTERCO PAYABLES : ___
```

1. Type **9874563003** in the INVOICE NUMBER field.
2. Type **021102** in the DATE field.
3. Type **561493308** in the first blank of the VENDOR NUMBER field.
4. Type **A** in the second blank of the VENDOR NUMBER field and press Enter to return the vendor name and address to the *IMP* screen.
5. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.
6. Type **XX40000207** in the PO NUMBER field and press Enter to process the entered information.

NOTES



```
OCP AP                        INVOICE MATCHING                        IMP
205 - GROSS AMOUNT NOT ENTERED
NEXT FUNCTION: ________ ACTION: ________                 02/18/1998  10:49:01
REQUEST: ________
===============================================================================
INVOICE NUMBER   :       9874563003    DATE:  02/11/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: MABRYOFFICEEQUI     MABRY OFFICE EQUIPMENT, INC.
VENDOR NUMBER    :  561493308 A        SHELBY                         CM/DM: I
                                       NC  28150
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000207   RELEASE: ______   ALL: _

GROSS AMOUNT     :   _________________ FREIGHT          : ___ _______________

SALES TAX/VAT    : ___    ____________ ADDITIONAL COST  : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3     : ___ _______________
REMIT MSG : ___   ____________________________________________________________

COUNTY CODE      :   _______
================================= SUGGESTED VALUES ===========================
TERMS CODE       : N30                  DISCOUNT AMT/PCT :      ______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : 06D  CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __   INTERCO PAYABLES : ___
```

7. Verify that the correct payment terms have been defaulted into the TERMS CODE field.

8. Type **2120.00** in the GROSS AMOUNT field.

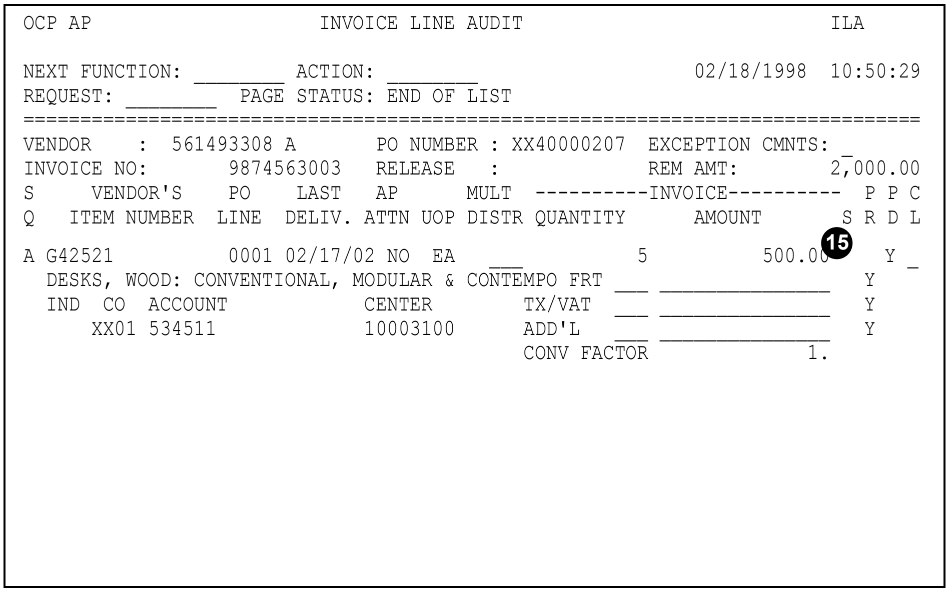
9. Type **120.00** in the second blank space in the SALES TAX/VAT field.

10. Type **23** in the COUNTY CODE field since Shelby is located in Cleveland county. The code for Cleveland county is 23.

11. Press Enter to process the information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with an invoice.

> Under the receipt payment basis, goods have to be partially or fully received and the receipt must be recorded in the NCAS before the system will let you proceed to the *ILA* screen. If no goods are received and recorded, the system will interrupt the processing of the invoice. In this case, the system will display the following error message on the *IMP* screen: **480 - PO SELECTED IS NOT ELIGIBLE FOR INVOICING**.
>
> In this scenario, the goods have been partially received. Therefore, the system lets you proceed with invoice line processing.

NOTES



```
OCP AP                    INVOICE LINE AUDIT                             ILA

NEXT FUNCTION: ________ ACTION: ________                   02/18/1998  10:50:29
REQUEST: ________  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  561493308 A       PO NUMBER : XX40000207  EXCEPTION CMNTS: _
INVOICE NO:       9874563003   RELEASE   :             REM AMT:        2,000.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT      S R D L

A G42521          0001 02/17/02 NO  EA   ___          5          500.00     Y _
  DESKS, WOOD: CONVENTIONAL, MODULAR & CONTEMPO FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 534511             10003100      ADD'L   ___ _______________   Y
                                            CONV FACTOR                1.
```

12. Verify that the unit of measure **(EA)** shown in the UOP field is the same as the unit of measure used on the invoice. Change the unit of measure if there are any discrepancies.

13. Verify that the quantity shown in the QUANTITY field on the *ILA* screen is the same as the invoice quantity.

    Note that the quantity on the *ILA* screen is **5** but the quantity on the invoice is **20**. The discrepancy in quantity has occurred because the goods have only been partially received. Because this invoice is a receipt payment basis invoice, the NCAS will only allow you to pay for five desks.

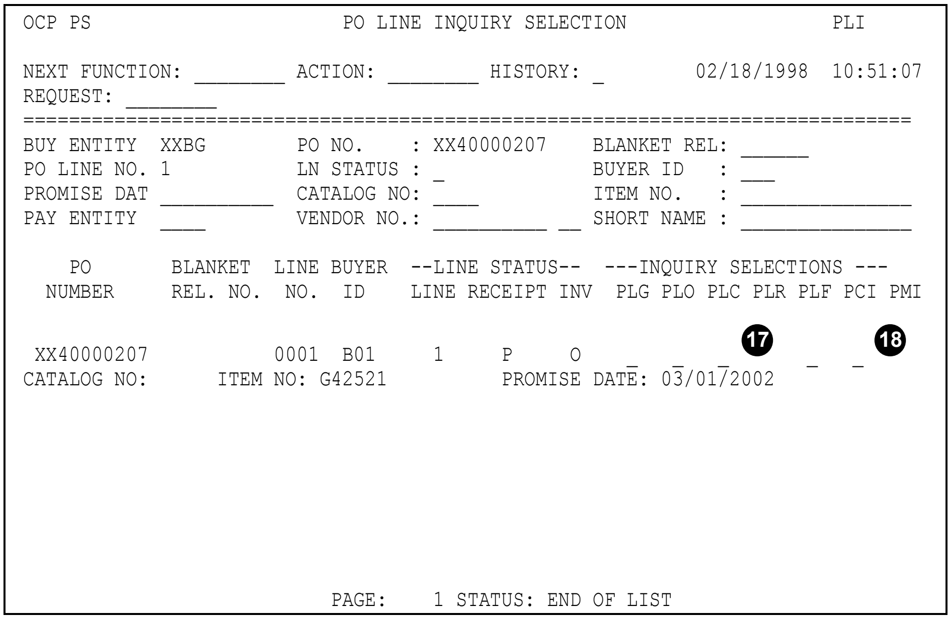
14. Note that **500.00** has defaulted to the AMOUNT field on the *ILA* screen. Remember that this value is the same as the permit-to-pay (PTP) for this invoice line.

    To verify that the value in the AMOUNT field is the same as the PTP for this invoice line, access the *PO Line Receipt/Invoice Information (PLR)* screen and the *PO Invoice Matching Information (PMI)* screen through the *PO Line Inquiry (PLI)* screen.

15. Type **P** in the S (SELECT) field and press Enter to select the *PO Line Inquiry (PLI)* screen.

16. Press Enter to process the information that has defaulted to the *PLI* screen and to access a list of the PO lines for this PO.

NOTES



```
OCP PS                      PO LINE INQUIRY SELECTION                 PLI

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        02/18/1998  10:51:07
REQUEST: ________
==============================================================================
BUY ENTITY  XXBG        PO NO.    : XX40000207    BLANKET REL: ______
PO LINE NO. 1           LN STATUS : _             BUYER ID   : ___
PROMISE DAT __________  CATALOG NO: ____          ITEM NO.   : _______________
PAY ENTITY  ____        VENDOR NO.: __________ __ SHORT NAME : _______________

    PO       BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
  NUMBER     REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI
                                                                ⑰          ⑱
 XX40000207           0001  B01     1     P     O    _   _   _   _   _   _   _
CATALOG NO:       ITEM NO: G42521         PROMISE DATE: 03/01/2002



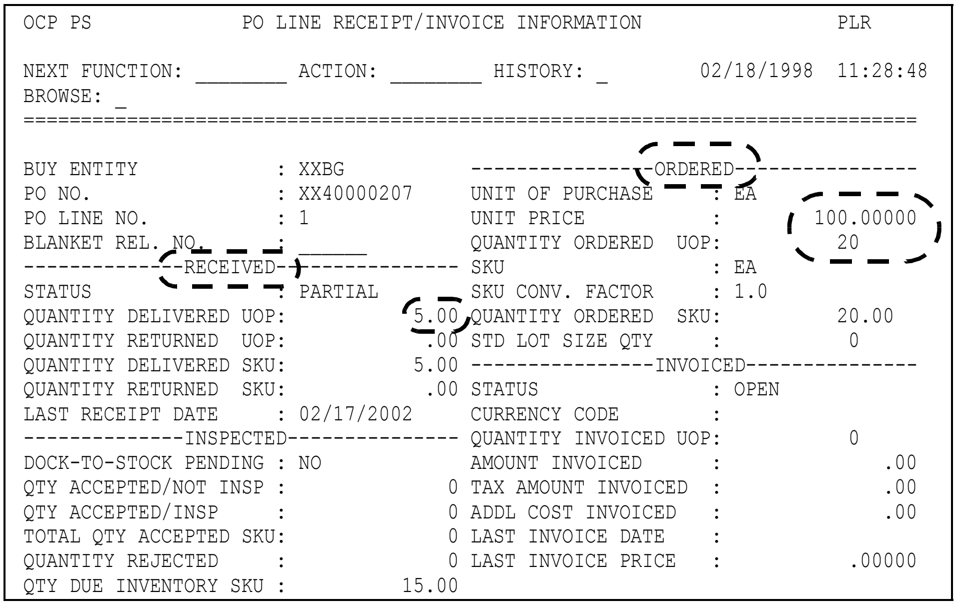



                             PAGE:    1 STATUS: END OF LIST
```

17. Type **S** in the PLR field to *select* the *PO Line Receipt/Invoice Information (PLR)* screen for PO line 0001.

18. Type **S** in the PMI field to *select* the *PO Invoice Matching Information (PMI)* screen for PO line 0001.

19. Press Enter to process the information and to access the *PLR* screen.



```
OCP PS             PO LINE RECEIPT/INVOICE INFORMATION                PLR

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        02/18/1998  11:28:48
BROWSE: _
==============================================================================

BUY ENTITY           : XXBG          -----------------ORDERED-----------------
PO NO.               : XX40000207     UNIT OF PURCHASE      : EA
PO LINE NO.          : 1              UNIT PRICE            :       100.00000
BLANKET REL. NO.     : ______         QUANTITY ORDERED  UOP:         20
--------------RECEIVED--------------- SKU                   : EA
STATUS               : PARTIAL        SKU CONV. FACTOR      : 1.0
QUANTITY DELIVERED UOP:          5.00 QUANTITY ORDERED  SKU:          20.00
QUANTITY RETURNED  UOP:           .00 STD LOT SIZE QTY      :          0
QUANTITY DELIVERED SKU:          5.00 ----------------INVOICED---------------
QUANTITY RETURNED  SKU:           .00 STATUS                : OPEN
LAST RECEIPT DATE    : 02/17/2002     CURRENCY CODE         :
--------------INSPECTED-------------- QUANTITY INVOICED UOP:          0
DOCK-TO-STOCK PENDING : NO            AMOUNT INVOICED       :             .00
QTY ACCEPTED/NOT INSP :             0 TAX AMOUNT INVOICED   :             .00
QTY ACCEPTED/INSP     :             0 ADDL COST INVOICED    :             .00
TOTAL QTY ACCEPTED SKU:             0 LAST INVOICE DATE     :
QUANTITY REJECTED     :             0 LAST INVOICE PRICE    :          .00000
QTY DUE INVENTORY SKU :         15.00
```

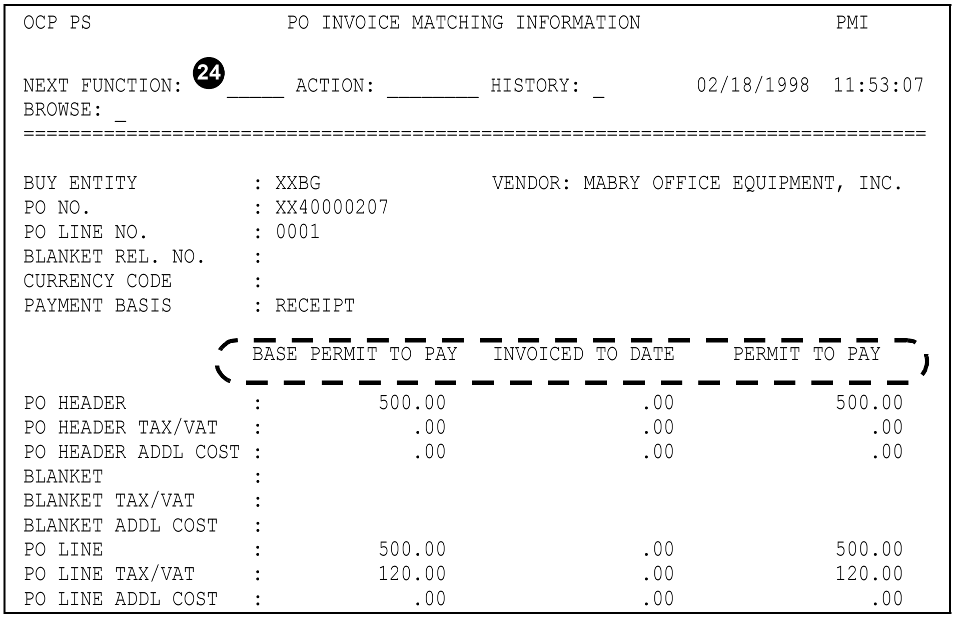
20. Look under the ORDERED section on the right-hand side of the screen. Note that 20 desks were ordered at a unit price of $100 each. Therefore, the invoice does match the quantity ordered.

NOTES

21. Look under the RECEIVED section on the left-hand side of the screen. Note that only five desks have actually been received and recorded in the system.

> Remember that since this transaction is based on the receipt payment basis, the quantity used in the base PTP calculation is the quantity received minus returns. In this case, the quantity received is five (no returns), so five will be used in the base PTP calculation.

22. Press Enter to access the *PO Invoice Matching Information (PMI)* screen.



```
OCP PS                PO INVOICE MATCHING INFORMATION                 PMI

NEXT FUNCTION:   _____ ACTION: ________ HISTORY: _        02/18/1998  11:53:07
BROWSE: _
===============================================================================

BUY ENTITY          : XXBG             VENDOR: MABRY OFFICE EQUIPMENT, INC.
PO NO.              : XX40000207
PO LINE NO.         : 0001
BLANKET REL. NO.    :
CURRENCY CODE       :
PAYMENT BASIS       : RECEIPT

                      BASE PERMIT TO PAY   INVOICED TO DATE     PERMIT TO PAY

PO HEADER           :           500.00                .00            500.00
PO HEADER TAX/VAT   :              .00                .00               .00
PO HEADER ADDL COST :              .00                .00               .00
BLANKET             :
BLANKET TAX/VAT     :
BLANKET ADDL COST   :
PO LINE             :           500.00                .00            500.00
PO LINE TAX/VAT     :           120.00                .00            120.00
PO LINE ADDL COST   :              .00                .00               .00
```

23. Look at the values in the BASE PERMIT TO PAY, INVOICED TO DATE and PERMIT TO PAY fields for the PO line. Also look at the PAYMENT BASIS field.

    Note that the value in the PERMIT TO PAY field is **500.00**, the same value that you observed in the AMOUNT field on the *ILA* screen in Step 14.

    There is no value in the INVOICED TO DATE field because no invoice has been applied against this PO line yet.

    Note also that **RECEIPT** has defaulted to the PAYMENT BASIS field indicating that this invoice will be paid on a receipt payment basis.

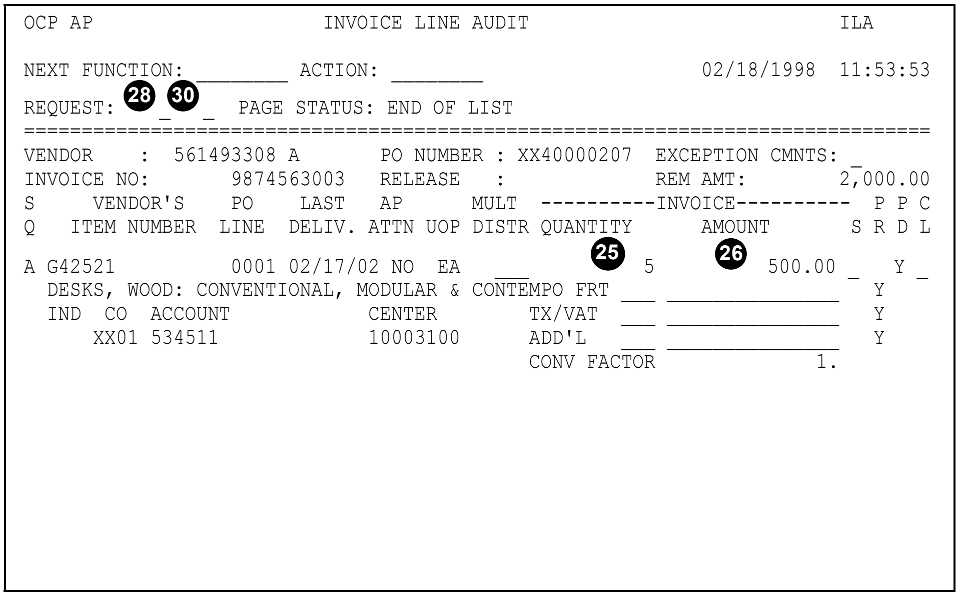
NOTES

Remember that since this invoice is being paid under PO payment basis, the base permit-to-pay is calculated as follows:

Base PTP = (Quantity Rec'd - Returns) × (PO Unit Price)
500 = (5) × (100)

In other words, as long as AP receives an invoice, AP can pay this PO line up to the amount of the base PTP. Therefore, AP can pay this PO line up to $2,000.

24. Type **BACK** in the NEXT FUNCTION field and press Enter to return to the *ILA* screen.



```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: ________ ACTION: ________                   02/18/1998  11:53:53

REQUEST: _ _  PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  561493308 A       PO NUMBER : XX40000207  EXCEPTION CMNTS: _
INVOICE NO:       9874563003   RELEASE   :             REM AMT:       2,000.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L

A G42521          0001 02/17/02 NO  EA  ___          5           500.00 _   Y _
  DESKS, WOOD: CONVENTIONAL, MODULAR & CONTEMPO FRT ___ _______________   Y
  IND  CO  ACCOUNT             CENTER        TX/VAT  ___ _______________   Y
      XX01 534511              10003100      ADD'L   ___ _______________   Y
                                             CONV FACTOR               1.
```

25. Type **20** in the QUANTITY field to correct the discrepancy between the *ILA* screen and the invoice.

26. Type **2000.00** in the AMOUNT field to correct the discrepancy between the *ILA* screen and the invoice.

27. Verify the accounting distribution that appears in the CO, ACCOUNT and CENTER fields. Change the accounting distribution if it is incorrect.

28. Type **A** in the REQUEST field to identify line 0001.

29. Press Enter to tag the PO line.

    The system displays the following error message: **391 PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED.**

NOTES

Although the invoice matches the quantity ordered of 20 desks, the system only allows you to pay the PTP amount (in this case $500.00). Because this transaction is based on the receipt payment basis, the system will only allow you to pay for the desks actually received and recorded in the system.

30. Type **DELAY** in the REQUEST field and press Enter to store the invoice information in the system until processing can be completed.

This invoice cannot be paid until the invoice has been passed to the buyer and the error has been resolved.

You will finish processing this invoice when you learn how to process exceptions. [Activity: Responding to an Extended Value Tolerance Exception (Quantity-Related)].

This walkthrough demonstrated the following:

- How the NCAS performs permit-to-pay calculations using the receipt payment basis
- The relationship between base permit-to-pay, invoiced-to-date and permit-to-pay amounts
- The use of the *PO Invoice Matching Information (PMI)* screen to inquire upon the available permit-to-pay for a particular PO line
- The use of the *PO Line Receipt/Invoice Information (PLR)* screen to inquire upon receiving information for a particular PO line

This walkthrough also demonstrated one of the advantages of the NCAS: the reduction in the AP clerk's work because he or she does not have to manually compare the PO, the invoice and the receipt under the receipt payment basis.

- Because the NCAS performs permit-to-pay calculations, the AP clerk does not have to keep referring back to the PO to calculate available PTP.
- The AP clerk also does not have to search for previous invoices against a particular PO because the NCAS tracks the invoiced-to-date amounts and reduces the PTP accordingly.
- The *PMI* screen allows the AP clerk to look up all the information related to the available PTP for a PO line without having to physically look up the PO or previous invoices.
- The *PLR* screen allows the AP clerk to look up receiving information without having to physically look up previous receipts.

Processing Invoice Exceptions

Entering Matching Invoices | Applying Key Matching Concepts | Processing Invoice Exceptions | Obtaining Signature Verification | Converting Units of Measure | Adjusting Payments | Manually Closing PO Lines

Line Audit

North Carolina uses the line audit method to match invoices against purchase orders. The **line audit** method requires AP to match each invoice line to the relevant PO line. Auditing invoices by line ensures that the state does not overpay invoices.

The line audit policy is established as the default at the paying entity level of the default hierarchy.

Invoice Audit Controls

Invoice audit controls are established to audit the invoice for differences between the information on the invoice and the purchase order. When an invoice is entered in the system, the NCAS applies the established invoice audit controls automatically, eliminating the need for the AP clerk to manually audit the invoice and the PO.

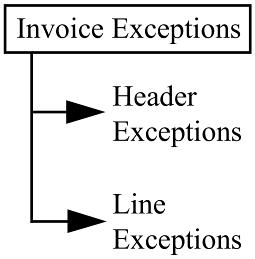
There are two types of invoice audit controls:

- **Invoice header controls** apply to the entire invoice.
- **Invoice detail controls** apply to individual invoice lines.

Purchasing personnel, in consultation with AP personnel, establish audit controls. Purchasing specifies invoice controls for a buying entity and can override specific values at various levels of the default hierarchy.

Tolerances

Invoice audit controls define an acceptable range — known as the **tolerance** — for the difference between the information on the invoice and the PO. If the difference is within established tolerance levels, the invoice can be further processed. If the difference is not within tolerance, the system will not allow payment until the difference has been resolved by the buyer.



Exceptions

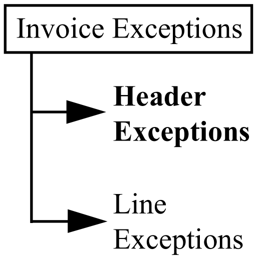
A difference between the information on the invoice and PO that needs to be resolved is referred to as an **exception**. Since two types of audit controls are applied to invoices, exceptions are of two types:

- **Invoice header exceptions** occur when differences occur between the invoice header information and the PO header information.
- **Invoice line exceptions** occur when the difference between the invoice line information and the PO line information exceeds tolerance levels.

To process exceptions, an AP clerk needs to do two things:

- Respond to an exception message during invoice entry
- Apply the buyer's instructions to clear the invoice after the buyer has resolved the exception

Processing Invoice Header Exceptions



Invoice Header Controls

Invoice header controls apply to the invoice header and each invoice line, unless the purchasing staff has specified different controls for a particular invoice line. The system uses these controls to verify that the invoice header information entered by the AP clerk is the same as that entered by the buyer on the purchase order header.

The system applies invoice header controls during the processing of the invoice header information entered by the AP clerk. If the AP clerk has entered information that is different from the buyer's specifications for that PO, an exception will occur. The following invoice header controls will cause exceptions if specific information on the invoice does not match that on the PO.

All invoice header control defaults are established by the purchasing staff at the buying entity level of the default hierarchy. These default controls can be overridden by purchasing staff at lower levels of the hierarchy. Note that the first control can be overridden at the PO header level. The last three controls can be overridden at the PO line level.

All invoice header control defaults are established by the purchasing staff at the buying entity level of the default hierarchy. These default controls can be overridden by purchasing staff at lower levels of the hierarchy. Note that the first control can be overridden at the PO header level. The last three controls can be overridden at the PO line level.

- **Vendor Match Required**

NOTES

Purchasing staff can indicate whether the vendor number on the invoice must match that of the purchase order. If purchasing indicates that the vendor number should match, and the AP clerk enters a vendor number that does not match the purchase order, then the system issues an exception message.

- **Freight Charge Authorized**

Purchasing staff can indicate whether a freight charge on the invoice is acceptable or not. If purchasing indicates that a freight charge may not be added to the purchase order, and if the AP clerk enters such a charge during matching, the system will issue an exception message.

- **Sales Tax/VAT Authorized**

Purchasing staff can also establish whether sales tax or value-added tax (VAT) is permitted on a transaction. If purchasing indicates that sales tax or VAT is not permitted, and if the AP clerk enters a tax when matching the invoice, the system will issue an exception message.

- **Additional Cost Authorized**

Purchasing staff can also indicate if any additional costs may be added to the purchase. If purchasing indicates that such costs are not acceptable, and if the AP clerk enters such additional costs that were added to the invoice, the system will issue an exception message.

Responding to an Invoice Header Exception Message

A header exception occurs when the AP clerk enters information on the *Invoice Matching (IMP)* screen.

When a header exception occurs, the system will allow the AP clerk to continue from the *Invoice Matching (IMP)* screen to the *Invoice Line Audit (ILA)* screen in order to enter invoice line information. However, the system will display an exception message when the AP clerk balances (“nexts”) the invoice. The invoice cannot be paid until the error has been resolved. The AP clerk must pass the invoice to the buyer for resolution of the error. The invoice is held in the AP clerk’s *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review*) status until the AP clerk receives instructions from the buyer regarding resolution of the exception. Before passing the invoice, the AP clerk may add comments to the invoice to provide additional information to the buyer.

The *IRQ* screen lists invoices passed to the Purchasing department for review or awaiting signature verification. When you receive processing instructions, select the document from the list and either pay the document as is or process it and reaudit.

NOTES

Applying the Buyer's Instructions to an Invoice Header Exception

When the buyer has resolved the exception, the buyer changes the invoice status from **B** (*pending buyer review*) to **A** (*available for accounts payable processing*) status on the *IRQ* screen. The invoice is now available to the AP clerk for processing.

The buyer may instruct the AP clerk to pay the invoice without additional processing or to make changes before it is paid.

- If the buyer instructs the AP clerk to pay the invoice without any additional processing, the AP clerk releases the invoice for payment from the *IRQ* screen using the **P** (*pay-as-is*) selection.
- If the permit-to-pay amount has been exceeded for the invoice and the buyer instructs the AP clerk to pay the invoice without any additional processing, then the AP clerk releases the invoice for payment from the *IRQ* screen using the **F** (*force pay)* selection.
- If the buyer instructs the AP clerk to make changes to the invoice before releasing it for payment, the AP clerk must release the invoice from the *IRQ* using the **S** (*additional processing*) selection. The *ILA* screen appears with the invoice information. The AP clerk applies the buyer's instructions to the invoice. Once the changes have been made, the audit controls are reapplied to the invoice.

If an exception occurs again, the AP clerk must review the changes he or she made to ensure that the information is accurate. If he or she cannot resolve the exception, the AP clerk passes the document back to the buyer for further review. The AP clerk may add comments to the invoice before passing it back for review. If no exception occurs, the invoice is accepted by the system and made eligible for payment.

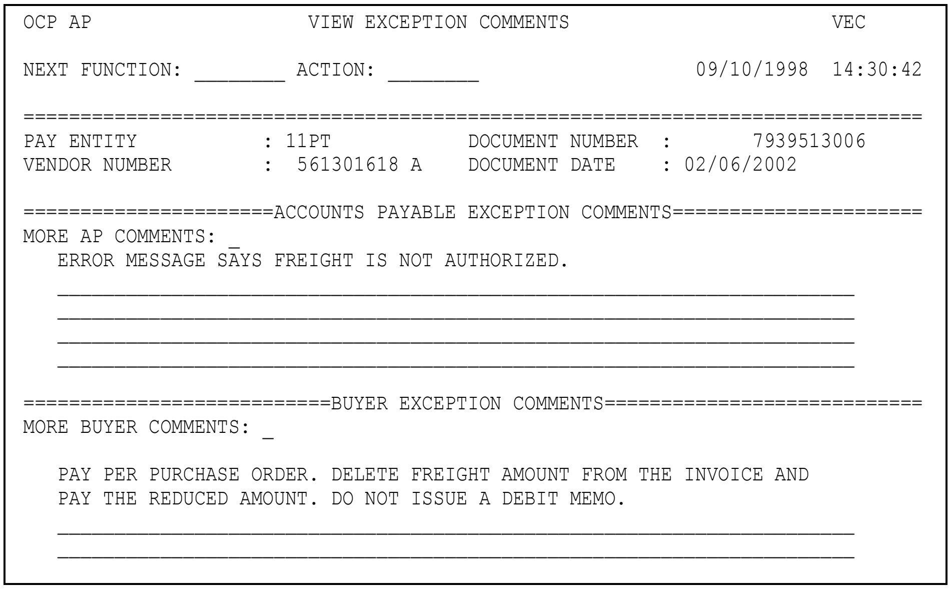
🗀 The **AP Action Report** prints everyday in Systemware and details the exceptions resolved on the previous day. The AP clerk may also use this report to view the buyer's instructions. The **AP Action Report** is located in Systemware group **MM122-6**. This report is **AP-A0005**.

View Exception Comments (VEC) screen

The *View Exception Comments(VEC)* screen is an inquiry-only screen that displays invoice exceptions comments entered by the AP clerk on the *Invoice Exception Comments (IEC)* screen and the buyer on the *Exception Invoice Worksheet – Document (EIW)* screen. The AP clerk no longer has to wait until the **AP Action Report** comes out in the next production run. The buyer's comments are visible real-time to the AP clerk via the *VEC* screen.

NOTES

The exception comments can be viewed on line. AP clerks can access the *VEC* screen directly via the NEXT FUNCTION field or by typing **C** in the EXCEPTION COMMENTS field on the *Invoice Line Audit (ILA)* screen and pressing Enter.



```
OCP AP                  VIEW EXCEPTION COMMENTS                      VEC

NEXT FUNCTION: ________ ACTION: ________              09/10/1998  14:30:42

==============================================================================
PAY ENTITY           : 11PT           DOCUMENT NUMBER  :       7939513006
VENDOR NUMBER        :  561301618 A    DOCUMENT DATE    : 02/06/2002

======================ACCOUNTS PAYABLE EXCEPTION COMMENTS======================
MORE AP COMMENTS: _
   ERROR MESSAGE SAYS FREIGHT IS NOT AUTHORIZED.
   ________________________________________________________________________
   ________________________________________________________________________
   ________________________________________________________________________
   ________________________________________________________________________

===========================BUYER EXCEPTION COMMENTS============================
MORE BUYER COMMENTS: _

   PAY PER PURCHASE ORDER. DELETE FREIGHT AMOUNT FROM THE INVOICE AND
   PAY THE REDUCED AMOUNT. DO NOT ISSUE A DEBIT MEMO.
   ________________________________________________________________________
   ________________________________________________________________________
```

This walkthrough will demonstrate how to respond to a freight exception.

WALKTHROUGH: Responding to a Freight Exception Message

SCENARIO

You have received an invoice from Shields Business Forms, Inc. The vendor number is 561301618 A. The vendor is located in Wake County (Raleigh) and the county code is 92. Purchasing has indicated that freight charges are not authorized for this PO and, therefore, you will get an exception message when you enter the freight charge.

Invoice: Shields Business Forms, Inc. PO Box 10565 Raleigh, NC 27605		**Invoice Number: 9517533004 Invoice Date: 02/06/2002 Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
3-hole paper hole punchers	**100**	**1.00**	**100.00**
		Freight:	**10.00**
PO# XX40000208		**Tax:**	**6.00**
		TOTAL:	**116.00**

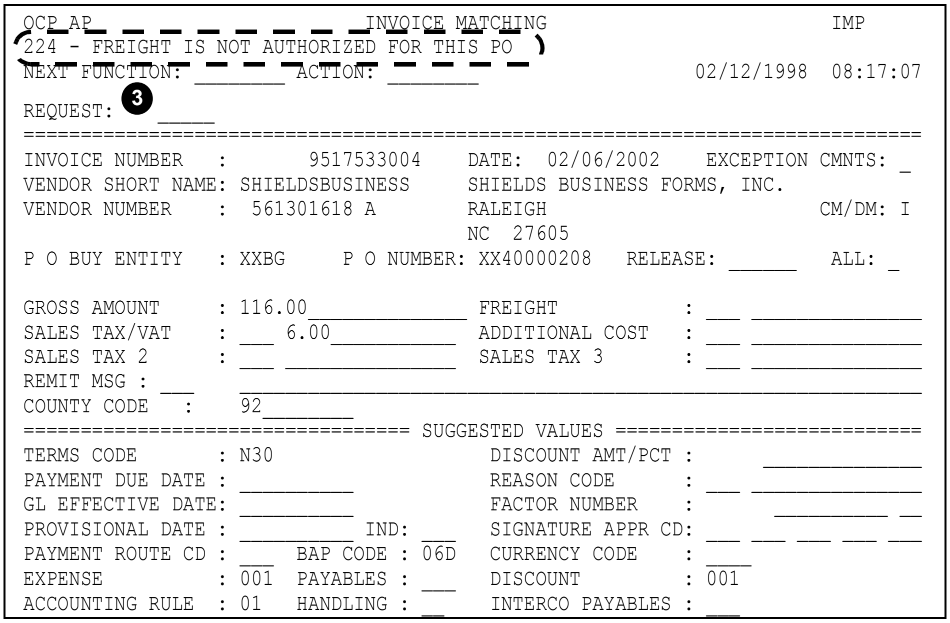
NOTES

1. Type the **invoice header information** on the *IMP* screen. (Refer to **Procedure 19: Entering Invoice Header Information for Matching Invoices**.)

   — Remember to type **6.00** in the second blank of the SALES TAX/VAT field and type **92** in the COUNTY CODE field since Raleigh is in Wake county.

   — Remember to type **10.00** in the second blank of the FREIGHT field.

2. Press Enter to process the invoice header information and to access the *Invoice Line Audit (ILA)* screen.



```
OCP AP                        INVOICE MATCHING                         IMP
224 - FREIGHT IS NOT AUTHORIZED FOR THIS PO
NEXT FUNCTION: ________ ACTION: ________                02/12/1998  08:17:07
REQUEST:   _____
===============================================================================
INVOICE NUMBER   :       9517533004    DATE:  02/06/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: SHIELDSBUSINESS     SHIELDS BUSINESS FORMS, INC.
VENDOR NUMBER    :  561301618 A        RALEIGH                         CM/DM: I
                                       NC  27605
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000208   RELEASE: ______   ALL: _

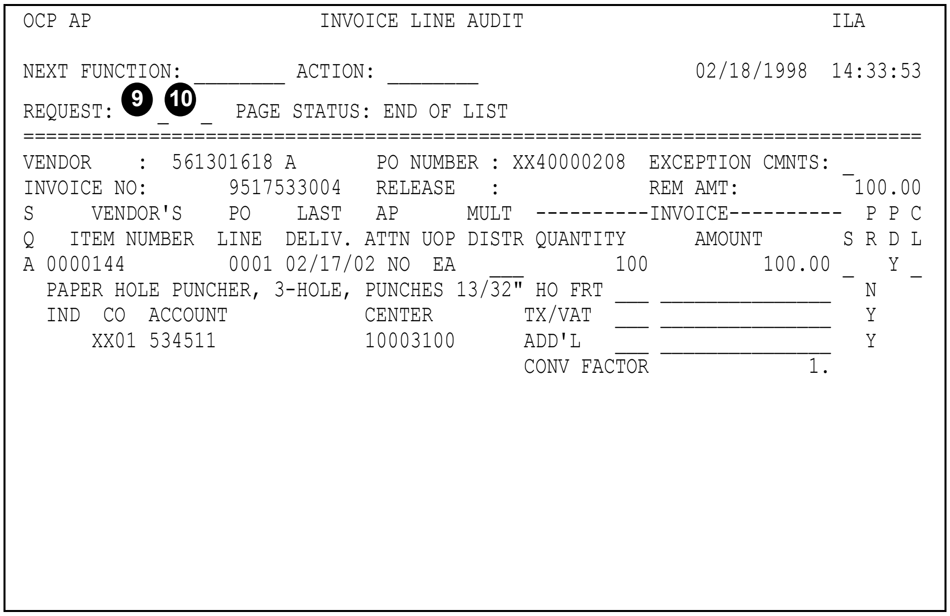
GROSS AMOUNT     : 116.00______________ FREIGHT          : ___ _______________
SALES TAX/VAT    : ___  6.00___________ ADDITIONAL COST  : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3      : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    92________
================================= SUGGESTED VALUES ============================
TERMS CODE       : N30                   DISCOUNT AMT/PCT :       ______________
PAYMENT DUE DATE : __________            REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________            FACTOR NUMBER    :         __________ __
PROVISIONAL DATE : __________ IND: ___   SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : 06D   CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___   DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __    INTERCO PAYABLES : ___
```

The system displays the following exception message: **224 - FREIGHT IS NOT AUTHORIZED FOR THIS PO**.

3. Type **CONT** in the REQUEST field to *continue* processing the invoice.

4. Press Enter to access the *Invoice Line Audit (ILA)* screen.

NOTES



```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: _________ ACTION: ________                02/18/1998  14:33:53

REQUEST: ⑨_⑩_  PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  561301618 A      PO NUMBER : XX40000208  EXCEPTION CMNTS: _
INVOICE NO:       9517533004   RELEASE   :            REM AMT:          100.00
S     VENDOR'S    PO    LAST   AP     MULT  ----------INVOICE---------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT     S R D L
A 0000144         0001 02/17/02 NO  EA   ___       100         100.00 _   Y _
  PAPER HOLE PUNCHER, 3-HOLE, PUNCHES 13/32" HO FRT ___ _______________   N
  IND  CO  ACCOUNT            CENTER       TX/VAT  ___ _______________   Y
      XX01 534511             10003100     ADD'L   ___ _______________   Y
                                           CONV FACTOR              1.
```

To identify and tag the appropriate PO line for the amount on the invoice, do the following:

5. Verify that the unit of measure (EA) shown in the UOP field is the same as the unit of measure used in the invoice. Change the unit of measure on the *ILA* screen if there are any discrepancies.

6. Verify that the quantity (**100**) shown in the QUANTITY field on the *ILA* screen is the same as the quantity reflected on the invoice. Change the quantity on the *ILA* screen if there are any discrepancies.

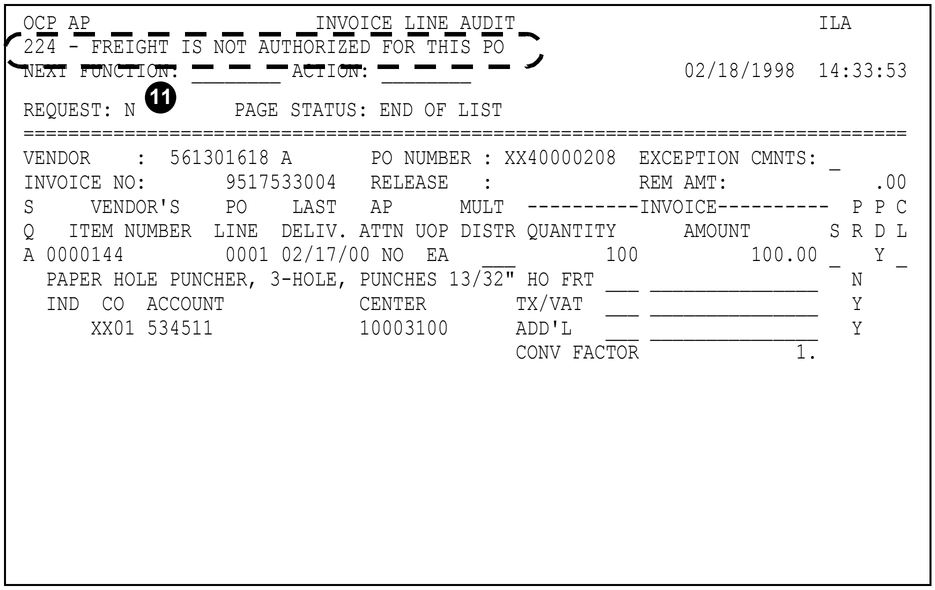
7. Verify that the amount (**100.00**) in the AMOUNT field on the *ILA* screen is the same as the invoice amount. Change the amount on the *ILA* screen if there are any discrepancies.

8. Verify the accounting distribution that appears in the CO, ACCOUNT and CENTER fields. Change the accounting distribution if it is incorrect.

9. Type **A** in the REQUEST field to identify PO line 0001 and press Enter to tag the PO line.

10. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the invoice.

NOTES



```
OCP AP                    INVOICE LINE AUDIT                          ILA
224 - FREIGHT IS NOT AUTHORIZED FOR THIS PO
NEXT FUNCTION: ________ ACTION: ________                  02/18/1998  14:33:53

REQUEST: N        PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  561301618 A      PO NUMBER : XX40000208  EXCEPTION CMNTS: _
INVOICE NO:       9517533004   RELEASE   :             REM AMT:             .00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A 0000144        0001 02/17/00 NO  EA  ___          100          100.00 _   Y _
  PAPER HOLE PUNCHER, 3-HOLE, PUNCHES 13/32" HO FRT ___ _______________   N
  IND  CO  ACCOUNT            CENTER       TX/VAT ___ _______________   Y
      XX01 534511             10003100     ADD'L  ___ _______________   Y
                                           CONV FACTOR             1.
```

The system displays the following error message again: **224 - FREIGHT IS NOT AUTHORIZED FOR THIS PO**.

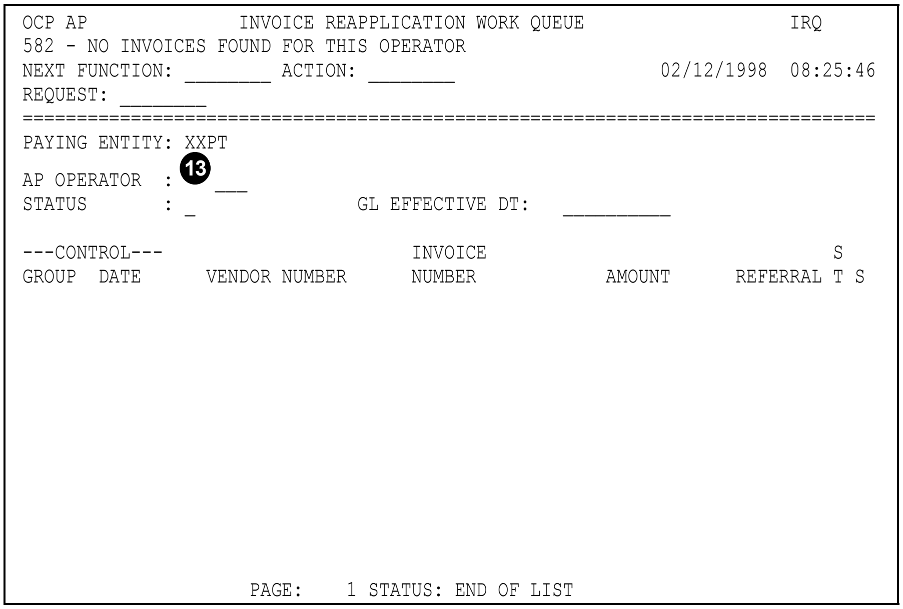
11. Type **PASS** in the REQUEST field and press Enter to *pass* the invoice to the buyer for resolution of the exception.

The buyer can view the invoice you passed on the buyer's *Invoice Work Queue (IWQ)* screen. The *IWQ* screen lists all the invoices that have been passed to a particular buyer for review. From this screen, a buyer can review invoice details, resolve any errors and release the invoice for the AP clerk to finish processing it.

The AP clerk can view a list of passed invoices on the *Invoice Reapplication Work Queue (IRQ)* screen.

12. Type **IRQ** in the NEXT FUNCTION field and press Enter to access the *IRQ* screen.

NOTES



```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                  IRQ
582 - NO INVOICES FOUND FOR THIS OPERATOR
NEXT FUNCTION: ________ ACTION: ________                   02/12/1998  08:25:46
REQUEST: ________
===============================================================================
PAYING ENTITY: XXPT
AP OPERATOR  :    ___
STATUS       : _               GL EFFECTIVE DT:   __________

---CONTROL---                       INVOICE                                S
GROUP  DATE      VENDOR NUMBER      NUMBER             AMOUNT      REFERRAL T S









                     PAGE:    1 STATUS: END OF LIST
```

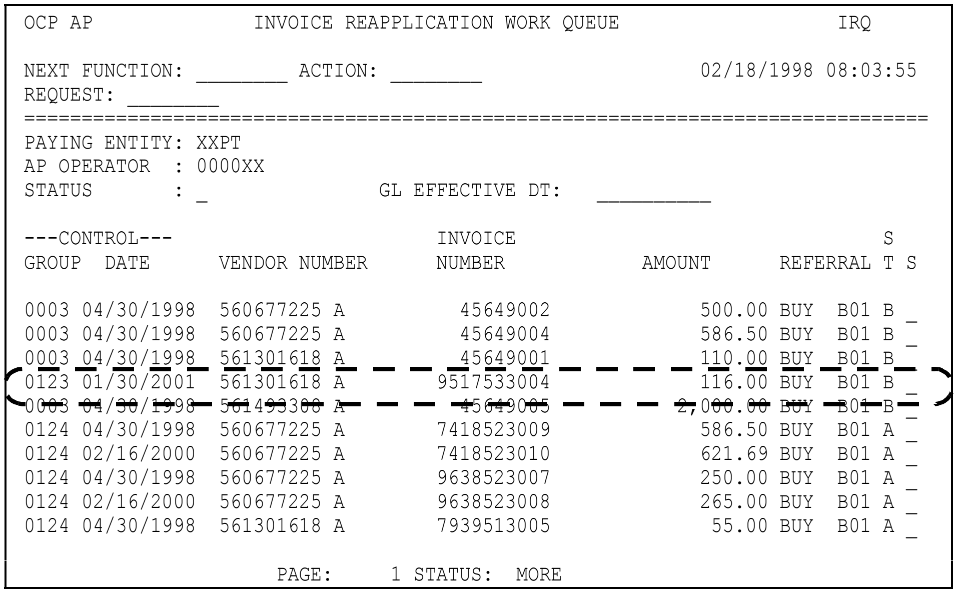
13. Type **your operator ID (XX)** in the AP OPERATOR field and press Enter to view all the invoices you have passed to the buyer for review.

You can narrow the list of invoices that you view by entering one of the following characters in the STATUS field:

A	Only lists invoices with an **A** status (*available for accounts payable processing*)
B	Only lists invoices with a **B** status (*pending buyer review*)
S	Only lists invoices with a **S** status (*pending signature verification*)

If you do not enter a character in the STATUS field, you will access a list of *all* invoices (i.e., invoices with an **A**, **B** and a **S** status) passed to a buyer.

NOTES



```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                   IRQ

NEXT FUNCTION: ________ ACTION: ________                 02/18/1998 08:03:55
REQUEST: ________
===============================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : _               GL EFFECTIVE DT:   __________

---CONTROL---                      INVOICE                                  S
GROUP  DATE       VENDOR NUMBER      NUMBER            AMOUNT      REFERRAL T S

0003 04/30/1998  560677225 A          45649002            500.00 BUY  B01 B _
0003 04/30/1998  560677225 A          45649004            586.50 BUY  B01 B _
0003 04/30/1998  561301618 A          45649001            110.00 BUY  B01 B _
0123 01/30/2001  561301618 A        9517533004            116.00 BUY  B01 B _
0003 04/30/1998  561493300 A          45649005          2,000.00 BUY  B01 B _
0124 04/30/1998  560677225 A        7418523009            586.50 BUY  B01 A _
0124 02/16/2000  560677225 A        7418523010            621.69 BUY  B01 A _
0124 04/30/1998  560677225 A        9638523007            250.00 BUY  B01 A _
0124 02/16/2000  560677225 A        9638523008            265.00 BUY  B01 A _
0124 04/30/1998  561301618 A        7939513005             55.00 BUY  B01 A _

                      PAGE:     1 STATUS:  MORE
```

Note that invoice number 9517533004 has a **B** status indicating that the invoice is *pending buyer review*.

14. Wait for the buyer's instructions regarding further processing of the invoice.

This walkthrough will demonstrate how to apply the buyer's instructions to a freight exception.

WALKTHROUGH: Applying the Buyer's Instructions to a Freight Exception

SCENARIO

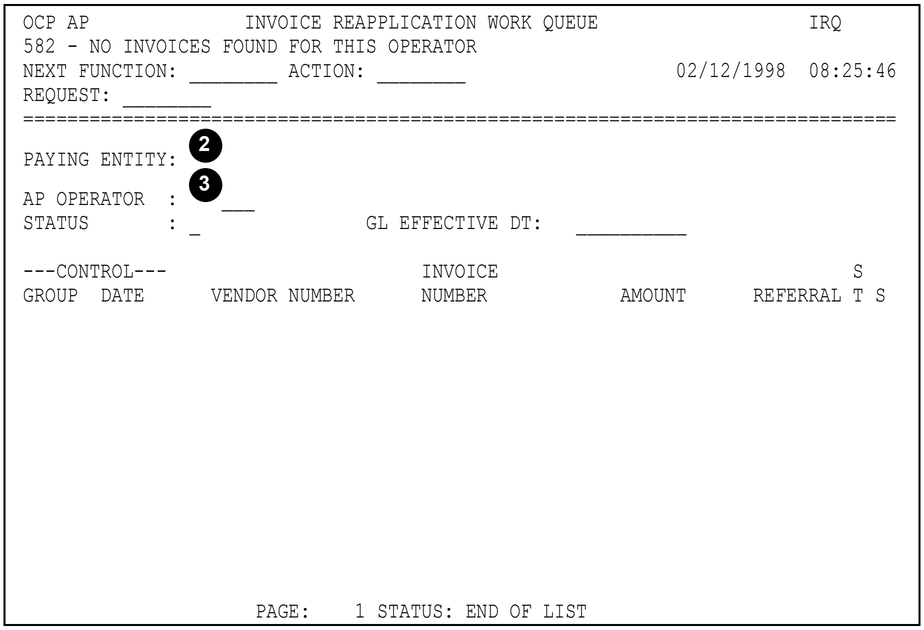
Two days ago, you received a freight exception on an invoice for 50 paper punchers from Shields Business Forms, Inc. Purchasing specified that freight was not authorized on this PO. You have passed this invoice to the buyer for resolution of the error. The vendor number is 561301618 A. Raleigh is located in Wake county therefore the county code is 92.

When you checked the *Invoice Reapplication Work Queue (IRQ)* screen, the invoice has a status of **A**, indicating that the invoice is available for accounts payable processing. The buyer has instructed you to pay the invoice without the freight charge.

NOTES

Invoice: Sheilds Business Forms. Inc. PO Box 10565 Raleigh, NC 27605		**Invoice Number: 7939513006 Invoice Date: 02/02/2002 Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
3-hole paper hole punchers	**50**	**1.00**	**50.00**
PO # XX40000209		**Freight:**	**5.00**
		Tax:	**3.00**
		Total:	**58.00**

1. Type **IRQ** in the NEXT FUNCTION field and press Enter to access your *Invoice Reapplication Work Queue (IRQ)* screen. (If you are already on the *IRQ* screen, skip to Step 4.)



```
OCP AP             INVOICE REAPPLICATION WORK QUEUE                  IRQ
582 - NO INVOICES FOUND FOR THIS OPERATOR
NEXT FUNCTION: ________ ACTION: ________                 02/12/1998  08:25:46
REQUEST: ________
==============================================================================
PAYING ENTITY:
AP OPERATOR  :    ___
STATUS       : _               GL EFFECTIVE DT:    __________

---CONTROL---                    INVOICE                              S
GROUP  DATE      VENDOR NUMBER   NUMBER            AMOUNT      REFERRAL T S









                     PAGE:    1 STATUS: END OF LIST
```

2. Type **XXPT** in the PAYING ENTITY field.

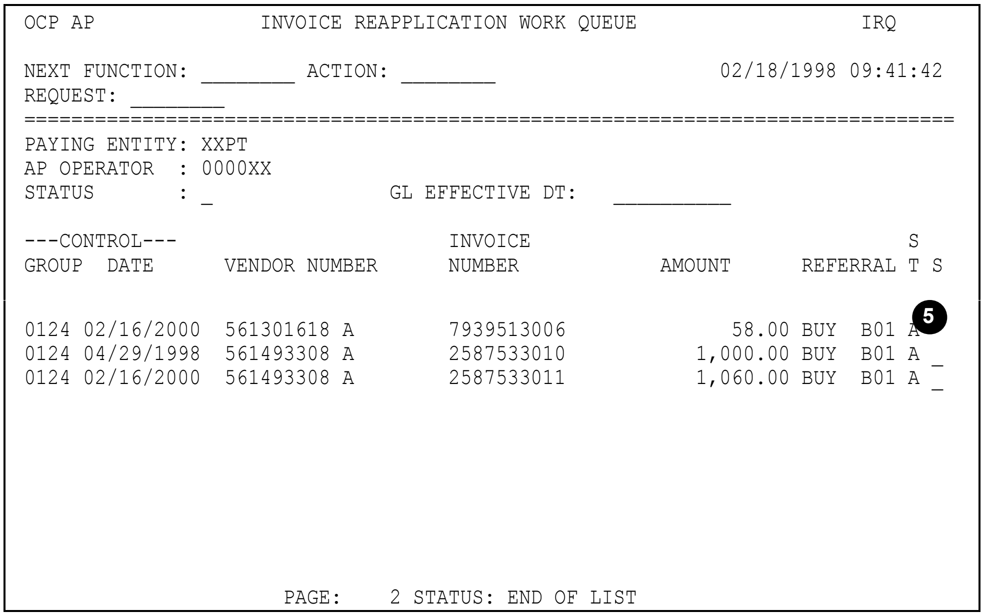
NOTES

3. Type **your operator ID (XX)** in the AP OPERATOR ID field and press Enter to view a list of all the invoices that you have passed to a buyer for review.

You can narrow the list of invoices that you view by entering one of the following characters in the STATUS field:

A	Only lists invoices with an **A** status (*available for accounts) payable processing*)
B	Only lists invoices with a **B** status (*pending buyer review*)
S	Only lists invoices with a **S** status (*pending signature) verification*)

If you do not enter a character in the STATUS field, you will access a list of *all* invoices (i.e., invoices with **A**, **B** and **S** status) passed to a buyer.



```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                  IRQ

NEXT FUNCTION: ________ ACTION: ________                  02/18/1998 09:41:42
REQUEST: ________
================================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : _              GL EFFECTIVE DT:   __________

---CONTROL---                      INVOICE                                 S
GROUP  DATE      VENDOR NUMBER      NUMBER            AMOUNT      REFERRAL T S


0124 02/16/2000  561301618 A        7939513006            58.00 BUY  B01 A
0124 04/29/1998  561493308 A        2587533010         1,000.00 BUY  B01 A _
0124 02/16/2000  561493308 A        2587533011         1,060.00 BUY  B01 A _







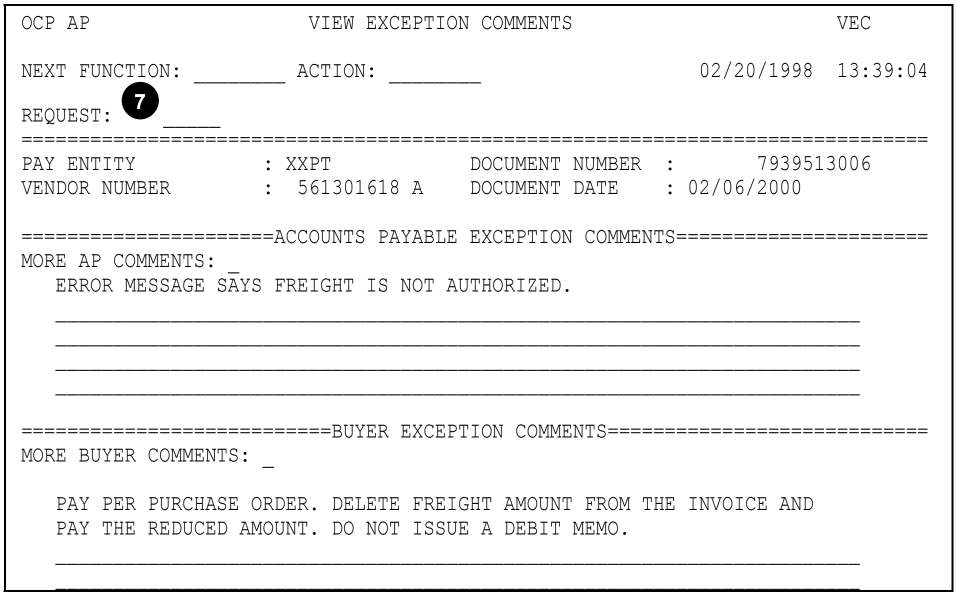

                      PAGE:    2 STATUS: END OF LIST
```

4. Locate invoice number **7939513006** on the *IRQ* screen.

5. Note that the invoice has an **A** status which means that the invoice is *available for accounts payable processing*.

6. Type **V** in the S (SELECT) field for invoice number 7939513006 and press Enter.

NOTES



```
OCP AP                  VIEW EXCEPTION COMMENTS                      VEC

NEXT FUNCTION: ________ ACTION: ________                02/20/1998  13:39:04

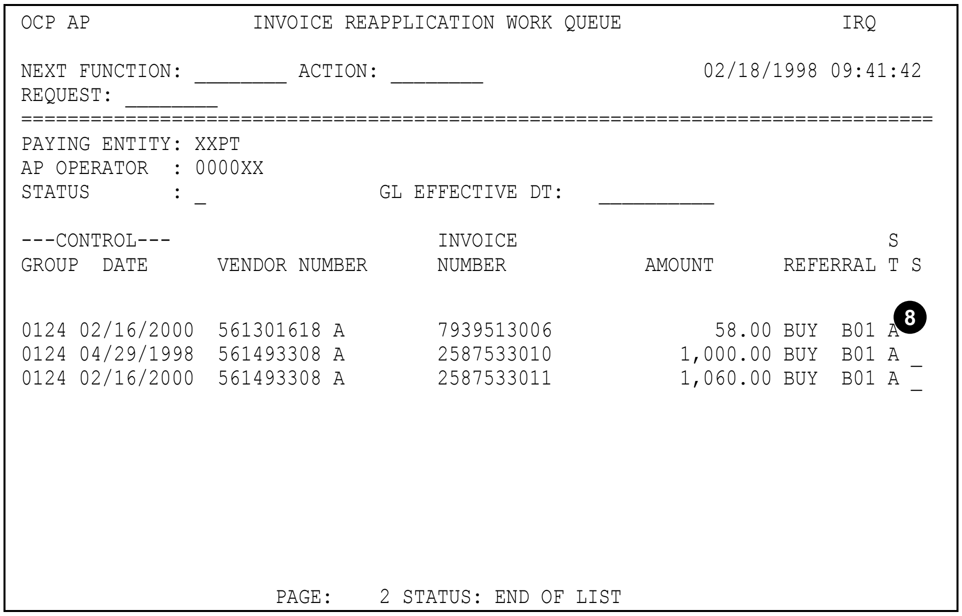
REQUEST:   _____
===============================================================================
PAY ENTITY           : XXPT           DOCUMENT NUMBER  :       7939513006
VENDOR NUMBER        :  561301618 A    DOCUMENT DATE    : 02/06/2000

=====================ACCOUNTS PAYABLE EXCEPTION COMMENTS======================
MORE AP COMMENTS: _
   ERROR MESSAGE SAYS FREIGHT IS NOT AUTHORIZED.
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

==========================BUYER EXCEPTION COMMENTS===========================
MORE BUYER COMMENTS: _

   PAY PER PURCHASE ORDER. DELETE FREIGHT AMOUNT FROM THE INVOICE AND
   PAY THE REDUCED AMOUNT. DO NOT ISSUE A DEBIT MEMO.
   ______________________________________________________________________
   ______________________________________________________________________
```

7. Type **BACK** in the REQUEST field and press Enter to return to the *IRQ* screen.



```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                   IRQ

NEXT FUNCTION: ________ ACTION: ________                02/18/1998 09:41:42
REQUEST: ________
===============================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : _               GL EFFECTIVE DT:   __________

---CONTROL---                      INVOICE                              S
GROUP  DATE       VENDOR NUMBER      NUMBER           AMOUNT      REFERRAL T S


0124 02/16/2000  561301618 A       7939513006             58.00 BUY  B01 A
0124 04/29/1998  561493308 A       2587533010          1,000.00 BUY  B01 A _
0124 02/16/2000  561493308 A       2587533011          1,060.00 BUY  B01 A _







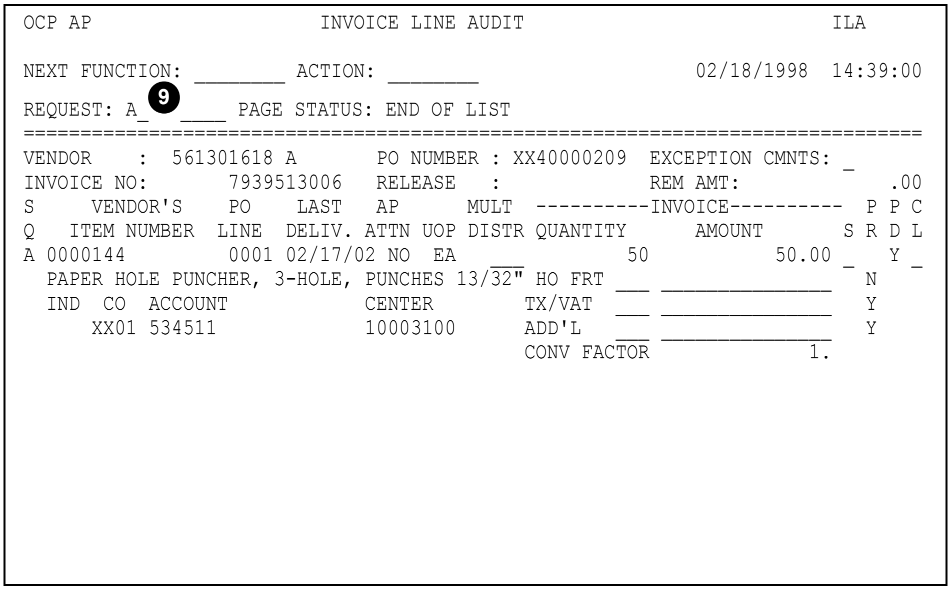
                      PAGE:    2 STATUS: END OF LIST
```

> Note that this invoice requires additional processing despite the fact that the buyer's instructions on the *View Exception Comments (VEC)* screen say "as is". We know that the invoice requires additional processing from the buyer's comments on the report. **In other words, it is always important to read the buyer's comments on the *VEC* screen***.*

NOTES

8. Type **S** in the S (SELECT) field for invoice number 7939513006 and press Enter to make changes to the invoice information you had entered two days ago. The *ILA* screen for invoice 7939513006 appears.

> The code you enter in the S (SELECT) field tells the system how to further process the invoice. You can enter:
>
> **P** to *pay as is*, if no further processing is required
>
> **F** to *force pay*, if no further processing is required and the permit-to-pay has been exceeded for the invoice
>
> **S** for *additional processing*, if the buyer has issued instructions for further processing
>
> **V** to access the *View Exception Comments (VEC)* screen and read the buyer's instructions
>
> **C** to access the *Invoice Exceptions Comments (IEC)* screen and add comments to the invoice



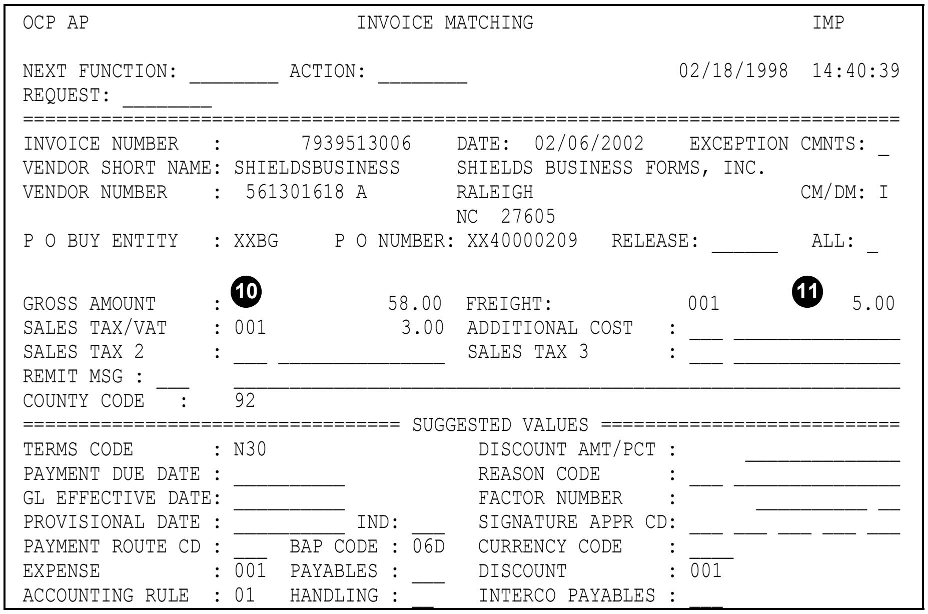
```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: ________ ACTION: ________                   02/18/1998  14:39:00

REQUEST: A_   ____ PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  561301618 A       PO NUMBER : XX40000209  EXCEPTION CMNTS: _
INVOICE NO:       7939513006   RELEASE   :             REM AMT:             .00
S     VENDOR'S     PO   LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A 0000144         0001 02/17/02 NO  EA    ___         50           50.00 _   Y _
  PAPER HOLE PUNCHER, 3-HOLE, PUNCHES 13/32" HO FRT ___ _______________   N
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 534511             10003100      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

9. Type **CONT** in the REQUEST field and press Enter to return to the *IMP* screen for this invoice.

NOTES



```
OCP AP                         INVOICE MATCHING                        IMP

NEXT FUNCTION: ________ ACTION: ________                 02/18/1998  14:40:39
REQUEST: ________
===============================================================================
INVOICE NUMBER   :       7939513006   DATE:  02/06/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: SHIELDSBUSINESS     SHIELDS BUSINESS FORMS, INC.
VENDOR NUMBER    :  561301618 A        RALEIGH                          CM/DM: I
                                       NC  27605
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000209   RELEASE: ______   ALL: _

GROSS AMOUNT     :               58.00  FREIGHT:           001          5.00
SALES TAX/VAT    : 001            3.00  ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3       : ___ _______________
REMIT MSG : ___   ____________________________________________________________
COUNTY CODE   :    92
================================= SUGGESTED VALUES ===========================
TERMS CODE       : N30                   DISCOUNT AMT/PCT :      ______________
PAYMENT DUE DATE : __________            REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________            FACTOR NUMBER    :         __________ __
PROVISIONAL DATE : __________ IND: ___   SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : 06D   CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___   DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __    INTERCO PAYABLES : ___
```

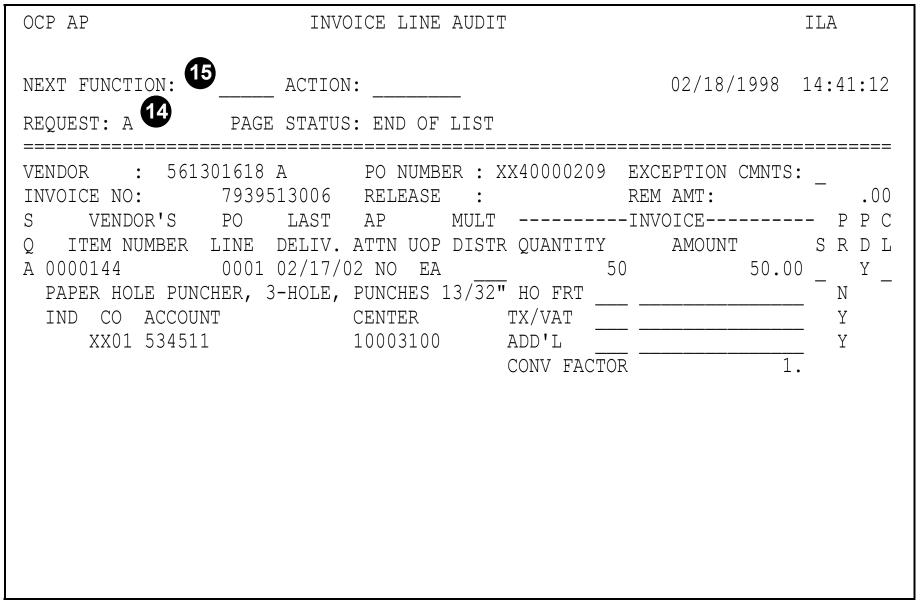
10. Type **53.00** in the GROSS AMOUNT field.

11. Delete the values in the first and second blanks (**001** and **5.00**) in the FREIGHT field.

> The **Mini-Chart of Accounts** consists of frequently referenced general ledger accounts. Each general ledger account is identified using a three-character identifier. On the *IMP* screen, **001** is the mini-chart indicator for the suspense account. All tax, freight, additional cost, and discount amounts that are *not* prorated to an invoice line are posted to the suspense account identified by 001.

12. Press [Enter] to process the change and to access the *ILA* screen. Note that an invoice header exception message does not occur.

NOTES



```
OCP AP                    INVOICE LINE AUDIT                          ILA

NEXT FUNCTION: _____ ACTION: ________                    02/18/1998  14:41:12
REQUEST: A           PAGE STATUS: END OF LIST
==============================================================================
VENDOR    :  561301618 A       PO NUMBER : XX40000209  EXCEPTION CMNTS: _
INVOICE NO:       7939513006   RELEASE   :             REM AMT:           .00
S     VENDOR'S    PO    LAST    AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT      S R D L
A 0000144        0001 02/17/02 NO  EA   ___         50          50.00 _   Y _
  PAPER HOLE PUNCHER, 3-HOLE, PUNCHES 13/32" HO FRT ___ _______________   N
  IND  CO  ACCOUNT            CENTER       TX/VAT  ___ _______________   Y
      XX01 534511            10003100     ADD'L   ___ _______________   Y
                                          CONV FACTOR              1.
```

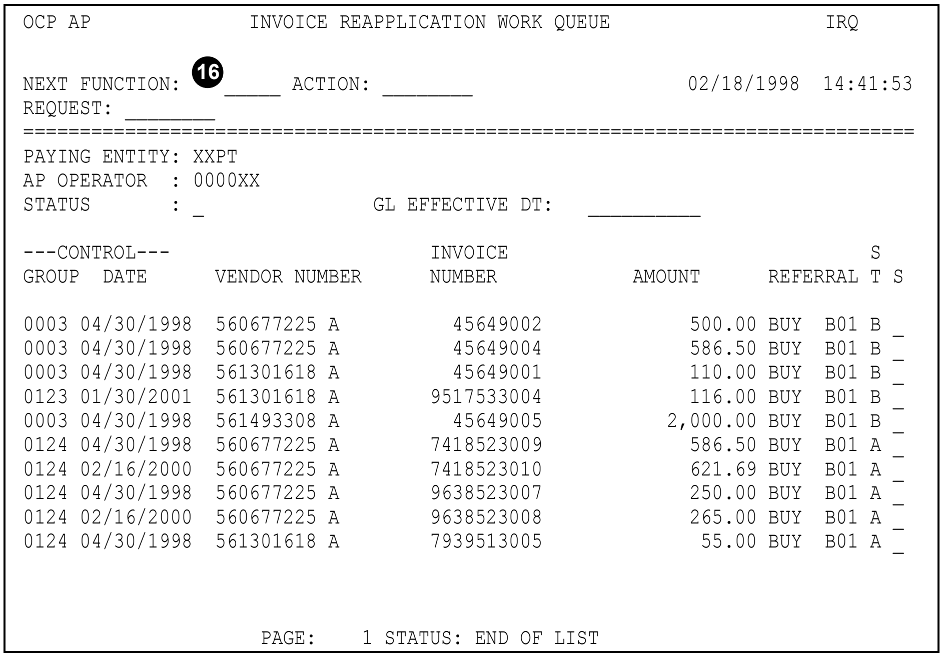
13. Tag the appropriate PO line for the invoice, if it is not already tagged. (Refer to **Procedure 20: Entering Invoice Line Information for Matching Invoices**.)

14. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the invoice.

    Note that an exception message does not occur. The error has been resolved and the system has accepted the invoice for payment. A blank *IMP* screen appears.

15. Type **IRQ** in the NEXT FUNCTION field and press Enter to access the *IRQ* screen.

NOTES



```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                  IRQ

NEXT FUNCTION: _____ ACTION: ________                  02/18/1998  14:41:53
REQUEST: ________
================================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : _               GL EFFECTIVE DT:   __________

---CONTROL---                      INVOICE                                 S
GROUP  DATE      VENDOR NUMBER     NUMBER            AMOUNT      REFERRAL T S

0003 04/30/1998  560677225 A         45649002            500.00 BUY  B01 B _
0003 04/30/1998  560677225 A         45649004            586.50 BUY  B01 B _
0003 04/30/1998  561301618 A         45649001            110.00 BUY  B01 B _
0123 01/30/2001  561301618 A       9517533004            116.00 BUY  B01 B _
0003 04/30/1998  561493308 A         45649005          2,000.00 BUY  B01 B _
0124 04/30/1998  560677225 A       7418523009            586.50 BUY  B01 A _
0124 02/16/2000  560677225 A       7418523010            621.69 BUY  B01 A _
0124 04/30/1998  560677225 A       9638523007            250.00 BUY  B01 A _
0124 02/16/2000  560677225 A       9638523008            265.00 BUY  B01 A _
0124 04/30/1998  561301618 A       7939513005             55.00 BUY  B01 A _



                     PAGE:    1 STATUS: END OF LIST
```

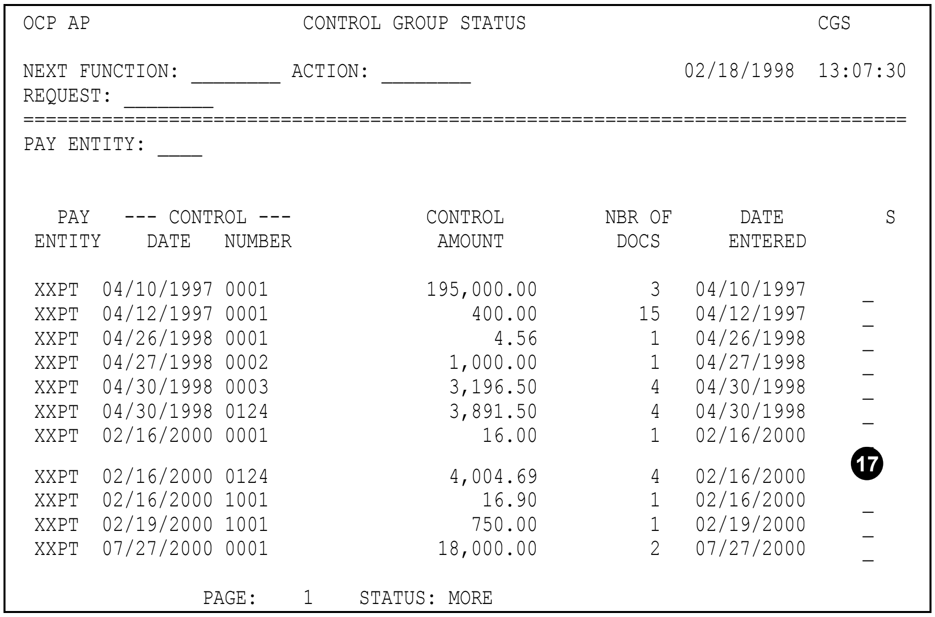
Note that invoice 7939513006 is no longer listed on your *IRQ* screen.

In this walkthrough, you reduced the gross amount of the invoice by $5.00 when you deleted the freight. In order to balance a control group, its control amount must be correspondingly changed when the invoice gross amount changes.

16. Type **CGS** in the NEXT FUNCTION field and press Enter to access the *Control Group Status (CGS)* screen.

In the **practice** region, you cannot access control group 124 from the *CGS* screen. Type **CGR** in the NEXT FUNCTION field and press Enter to access the *Control Group Review (CGR)* screen. Continue with step 17.

NOTES



```
OCP AP                    CONTROL GROUP STATUS                          CGS

NEXT FUNCTION: ________ ACTION: ________                02/18/1998  13:07:30
REQUEST: ________
===============================================================================
PAY ENTITY: ____

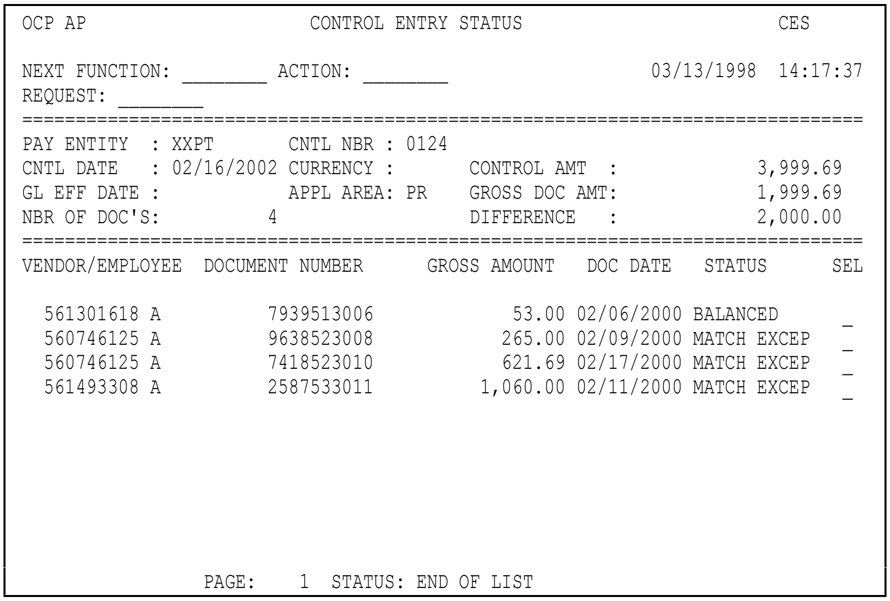

   PAY   --- CONTROL ---            CONTROL         NBR OF      DATE        S
 ENTITY    DATE   NUMBER             AMOUNT          DOCS      ENTERED

 XXPT  04/10/1997 0001           195,000.00            3   04/10/1997     _
 XXPT  04/12/1997 0001               400.00           15   04/12/1997     _
 XXPT  04/26/1998 0001                 4.56            1   04/26/1998     _
 XXPT  04/27/1998 0002             1,000.00            1   04/27/1998     _
 XXPT  04/30/1998 0003             3,196.50            4   04/30/1998     _
 XXPT  04/30/1998 0124             3,891.50            4   04/30/1998     _
 XXPT  02/16/2000 0001                16.00            1   02/16/2000
 XXPT  02/16/2000 0124             4,004.69            4   02/16/2000
 XXPT  02/16/2000 1001                16.90            1   02/16/2000     _
 XXPT  02/19/2000 1001               750.00            1   02/19/2000     _
 XXPT  07/27/2000 0001            18,000.00            2   07/27/2000     _

                PAGE:    1    STATUS: MORE
```

17. Type **S** in the S (SELECT) field for control group 124.

18. Press Enter to process the information and to access *the Control Entry Status (CES)* screen.



```
OCP AP                     CONTROL ENTRY STATUS                        CES

NEXT FUNCTION: ________ ACTION: ________               03/13/1998  14:17:37
REQUEST: ________
==============================================================================
PAY ENTITY  : XXPT       CNTL NBR : 0124
CNTL DATE   : 02/16/2002 CURRENCY :       CONTROL AMT  :            3,999.69
GL EFF DATE :            APPL AREA: PR    GROSS DOC AMT:            1,999.69
NBR OF DOC'S:         4                   DIFFERENCE   :            2,000.00
==============================================================================
VENDOR/EMPLOYEE  DOCUMENT NUMBER      GROSS AMOUNT   DOC DATE   STATUS      SEL

  561301618 A         7939513006            53.00 02/06/2000 BALANCED      _
  560746125 A         9638523008           265.00 02/09/2000 MATCH EXCEP   _
  560746125 A         7418523010           621.69 02/17/2000 MATCH EXCEP   _
  561493308 A         2587533011         1,060.00 02/11/2000 MATCH EXCEP   _








                 PAGE:    1  STATUS: END OF LIST
```

19. Reduce the value in the CONTROL AMOUNT field by $5.00 from 4,004.69 to 3,999.69 and press Enter to process the change.

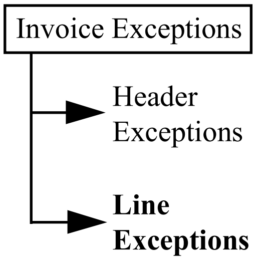
The preceding two walkthroughs demonstrated how an AP clerk processes an invoice with an invoice header exception, specifically a freight exception. Other header exceptions (such as sales tax/VAT authorized and additional cost authorized) may be similarly processed.

A freight exception occurs because the buyer has not authorized the freight charge that appears on the invoice. When a freight exception occurs, the AP clerk must continue to process the invoice line information. After entering the invoice line information in the system, the AP clerk must pass the invoice to the buyer for resolution of the exception.

In the preceding walkthrough, the buyer reviewed the exception and instructed the AP clerk to pay the invoice as per the PO. In other words, the AP clerk paid the invoice net of the freight charge.

Processing Invoice Line Exceptions

Invoice Detail Controls



Invoice detail controls are applied to each invoice line. The system uses these controls to verify that the invoice line information entered by the AP clerk matches, within tolerances, the PO line information entered by purchasing staff.

When an invoice line is matched to the PO line, the system audits the invoice using the invoice detail controls. If discrepancies exceeding the established tolerances are detected, then a matching exception occurs. Payment does not take place until the discrepancy is resolved. The following invoice detail controls will cause exceptions if specific information on the invoice line does not match that on the PO line.

> Invoice detail default controls are established at the buying entity level of the default hierarchy and can be overridden by purchasing staff at the PO line level.

- **Unit Price Tolerance**

The unit price tolerance is the amount and/or percent that, when added to or subtracted from the PO line unit price, determines the upper and lower limits of the price tolerance range. The invoice unit price must fall within this range to be acceptable for payment. If the unit price on the invoice falls outside of the range, an exception occurs and resolution is required before payment can be made.

The unit price tolerance can be set either as an amount and/or as a percentage of the PO line unit price. North Carolina uses both the unit price tolerance amount and unit price tolerance percent controls. The NCAS applies the more restrictive of the two ranges.

- **Extended Value Tolerance**

The extended value tolerance indicates what amount of the base permit-to-pay (PTP) is allowed as a tolerance when the invoice line amount exceeds the PO line amount. This tolerance is checked only if the invoice line falls within the unit price tolerances. If the invoice amount exceeds the extended value tolerance range, an exception occurs and must be resolved before the invoice can be paid.

> For example, the PTP for a PO line is $2,000. If the extended value tolerance is set at $100, an exception will occur if the invoice line amount is lower than $1,900 or higher than $2,100.

Remember that the extended value for a PO line or an invoice line equals the quantity ordered/received/finalized multiplied by the PO unit price. An extended value tolerance exception can, therefore, occur for two reasons:

— Price: The invoice line unit price differs from the PO line unit price *and/or*

— Quantity-related: The invoice line quantity differs from the quantity ordered/received/finalized.

- **Tax/VAT Authorized**

This control is similar to the tax/VAT authorized control for the invoice header except that it applies to a particular invoice line. In this case, the buyer indicates whether the AP clerk is permitted to pay sales tax or VAT for a particular PO line.

- **Additional Cost Authorized**

This control is similar to the additional cost authorized control for the invoice header except that it applies to a particular invoice line. In this case, the buyer indicates whether the AP clerk is permitted to pay additional costs for a particular PO line.

Responding to an Invoice Line Exception Message

Line exceptions occur during the processing of line information entered on the *Invoice Line Audit (ILA)* screen. When a line exception occurs, the system will not allow payment of the invoice until the error is resolved by the buyer. An exception message will be displayed on the *ILA* screen and the invoice will become ineligible for payment until the error has been resolved. As in the case of the invoice header exception, the invoice must be passed to the buyer for resolution of the exception. The AP clerk may add comments to an invoice before passing it to the buyer. The invoice is held in the AP clerk's *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review*) until the AP clerk receives instructions from the buyer.

When the buyer has resolved the exception, the invoice status changes from **B** status (*pending buyer review*) to **A** status (*available for accounts payable processing*) on the *IRQ* screen. The invoice is now available to the AP clerk for processing.

The buyer may instruct the AP clerk to pay the invoice without additional processing or to make changes before it is paid.

- If the buyer instructs the AP clerk to pay the invoice without any additional processing, he or she releases the invoice for payment from the *IRQ* using the **P** (*pay-as-is*) selection.
- If the permit-to-pay amount has been exceeded for the invoice and the buyer instructs the AP clerk to pay the invoice without any additional processing, then the AP clerk releases the invoice for payment from the *IRQ* screen using the **F** (*force pay)* selection.
- If the buyer instructs the AP clerk to make changes to the invoice before releasing it for payment, the AP clerk must release the invoice from the *IRQ* using the **S** (*additional processing*) selection. The *ILA* screen will then appear with the invoice information. The AP clerk applies the buyer's instructions to the invoice. Once the changes have been made, the audit controls are reapplied to the invoice.

If an exception occurs again, the AP clerk must review the changes he or she made to ensure that the information is accurate. If he or she cannot resolve the exception, the AP clerk passes the document back to the buyer for further review. The AP clerk may add comments to the invoice before passing it back for review. If no exception occurs, the invoice is accepted by the system and made eligible for payment.

🗁 The **AP Action Report** prints everyday in Systemware and details the exceptions resolved on the previous day. The AP clerk may also use this report to view the buyer's instructions. The **AP Action Report** is located in Systemware group **MM122-6**. This report is **AP-A0005**.

NOTES

This walkthrough will demonstrate how to respond to a unit price tolerance exception.

WALKTHROUGH: Responding to a Unit Price Tolerance Exception

SCENARIO

You have received a multiple line invoice from US Office Products. The vendor number is 560746125 A and the county code for Wake county is 92. The unit price on the invoice for office equipment stands is $25.00 that exceeds the unit price of $23.96 entered by the buyer on the PO line. A unit price tolerance exception occurs when you try to enter the invoice line information.

You are going to add comments to the invoice before passing it to the buyer.

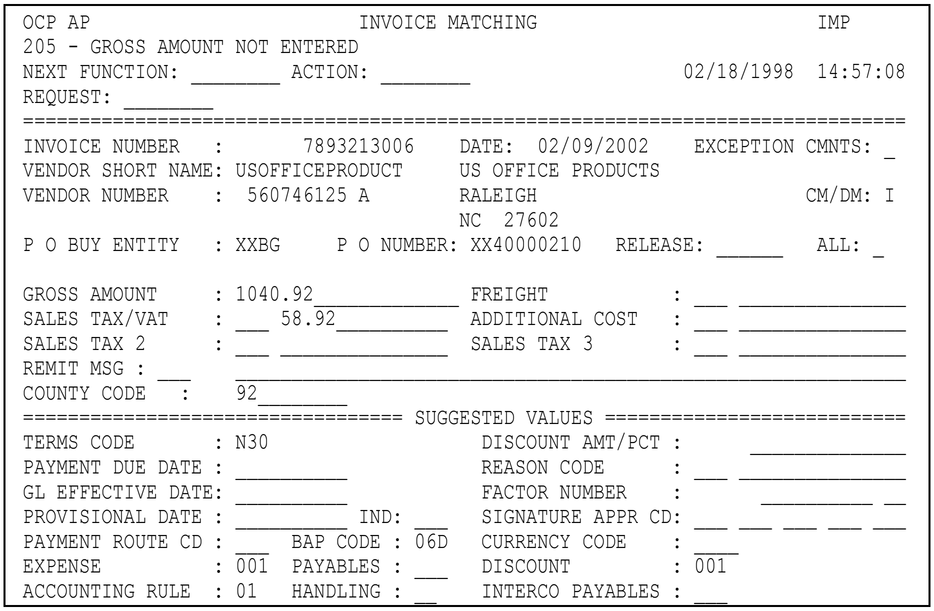
1. Type **CGS** in the NEXT FUNCTION field to access the *Control Group Status (CGS)* screen.
2. Type **S** in the SELECT field for control group 123.
3. Type **4** in the REQUEST field and press Enter to access a blank *IMP* screen in control group 123.

Invoice: US Office Products **PO Box 2060** **Raleigh, NC 27604**		**Invoice Number: 7893213006** **Invoice Date: 02/09/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Stands for Office Equipment & Machines	**20**	**25.00**	**500.00**
Wall Shelf Garment Rack	**2**	**85.00**	**170.00**
Copy Stands	**20**	**10.70**	**214.00**
Diskette Trays	**20**	**4.90**	**98.00**
PO# XX40000210		**Freight:**	
		Tax:	**58.92**
		Total:	**1040.92**

4. Enter the **invoice header information** on the *IMP* screen. (Refer to **Procedure 19: Entering Invoice Header Information**.)

Your *IMP* screen should look as follows:

NOTES



```
OCP AP                        INVOICE MATCHING                         IMP
205 - GROSS AMOUNT NOT ENTERED
NEXT FUNCTION: ________ ACTION: ________                   02/18/1998  14:57:08
REQUEST: ________
================================================================================
INVOICE NUMBER   :       7893213006    DATE:  02/09/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: USOFFICEPRODUCT     US OFFICE PRODUCTS
VENDOR NUMBER    :  560746125 A        RALEIGH                        CM/DM: I
                                       NC  27602
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000210   RELEASE: ______   ALL: _

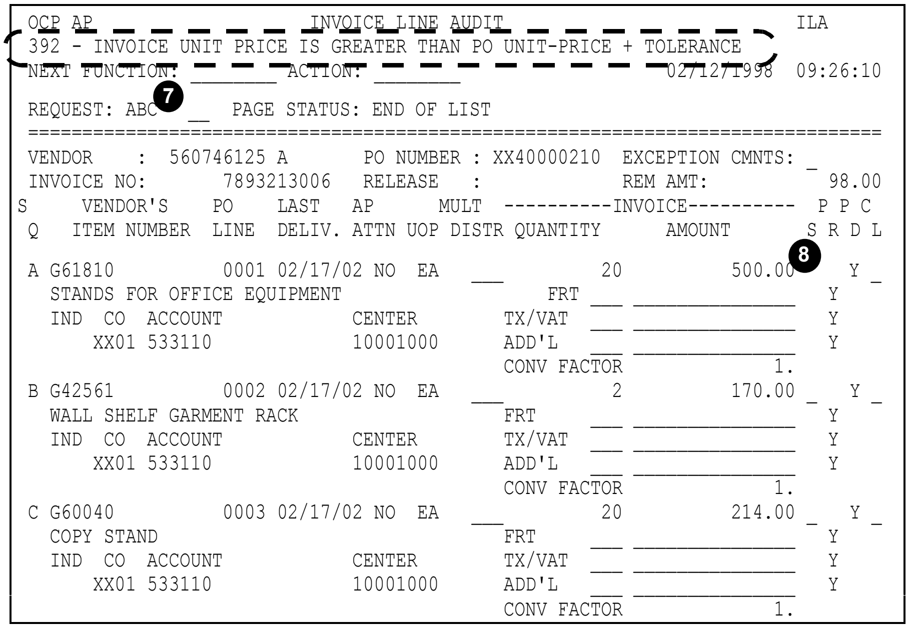
GROSS AMOUNT     : 1040.92_____________ FREIGHT           : ___ _______________
SALES TAX/VAT    : ___ 58.92__________  ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3       : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    92________
================================== SUGGESTED VALUES ============================
TERMS CODE       : N30                   DISCOUNT AMT/PCT :      ______________
PAYMENT DUE DATE : __________            REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________            FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___   SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___   BAP CODE : 06D  CURRENCY CODE    : ____
EXPENSE          : 001   PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01    HANDLING : __   INTERCO PAYABLES : ___
```

5. Press Enter to process the invoice header information and to access the *Invoice Line Audit (ILA)* screen.

6. Identify and tag the appropriate PO lines for the amounts shown on the invoice. (Refer to **Procedure 20: Entering Invoice Line Information for Matching Invoices**.)

   - Remember to type **500.00** in the AMOUNT field on the first line.

NOTES



```
OCP AP                       INVOICE LINE AUDIT                           ILA
392 - INVOICE UNIT PRICE IS GREATER THAN PO UNIT-PRICE + TOLERANCE
NEXT FUNCTION: ________ ACTION: ________                   02/12/1998  09:26:10

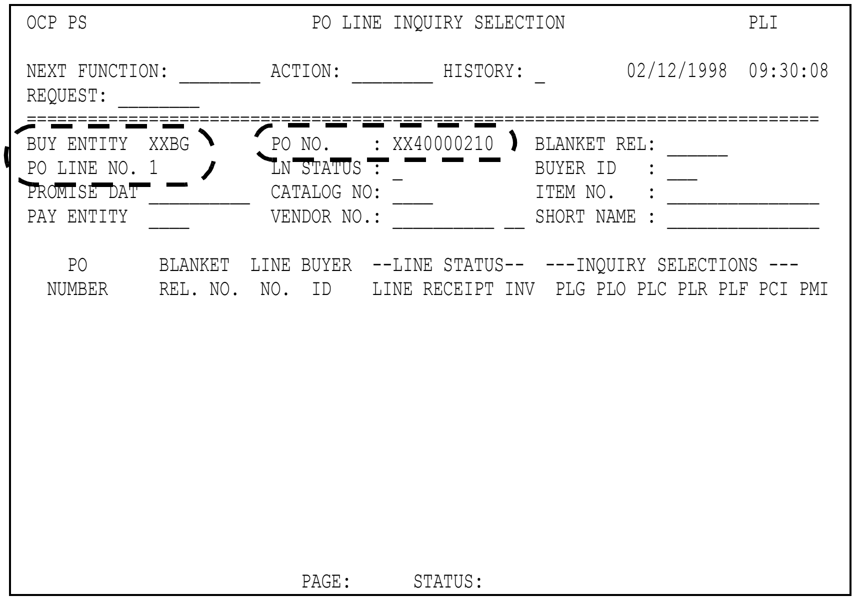
REQUEST: ABC  __   PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  560746125 A       PO NUMBER : XX40000210  EXCEPTION CMNTS: _
INVOICE NO:       7893213006   RELEASE   :             REM AMT:          98.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L

A G61810         0001 02/17/02 NO  EA   ___         20          500.00      Y _
  STANDS FOR OFFICE EQUIPMENT                    FRT ___ _______________  Y
  IND  CO  ACCOUNT           CENTER       TX/VAT  ___ _______________  Y
      XX01 533110            10001000     ADD'L   ___ _______________  Y
                                          CONV FACTOR               1.
B G42561         0002 02/17/02 NO  EA   ___          2          170.00 _    Y _
  WALL SHELF GARMENT RACK                 FRT     ___ _______________  Y
  IND  CO  ACCOUNT           CENTER       TX/VAT  ___ _______________  Y
      XX01 533110            10001000     ADD'L   ___ _______________  Y
                                          CONV FACTOR               1.
C G60040         0003 02/17/02 NO  EA   ___         20          214.00 _    Y _
  COPY STAND                              FRT     ___ _______________  Y
  IND  CO  ACCOUNT           CENTER       TX/VAT  ___ _______________  Y
      XX01 533110            10001000     ADD'L   ___ _______________  Y
                                          CONV FACTOR               1.
```

The system displays the following error message: **392 - INVOICE UNIT PRICE IS GREATER THAN PO UNIT-PRICE + TOLERANCE**.

7. Delete **ABC (or S)** from the REQUEST field to untag the PO line.

8. Type **P** in the S (SELECT) field of the first line and press Enter to access the *PO Line Information (PLI)* screen.



```
OCP PS                       PO LINE INQUIRY SELECTION                 PLI

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/12/1998  09:30:08
REQUEST: ________
=============================================================================
BUY ENTITY  XXBG        PO NO.    : XX40000210   BLANKET REL: ______
PO LINE NO. 1           LN STATUS : _            BUYER ID   : ___
PROMISE DAT__________   CATALOG NO: ____         ITEM NO.   : ______________
PAY ENTITY  ____        VENDOR NO.: __________ __ SHORT NAME : ______________

   PO       BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
  NUMBER    REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI











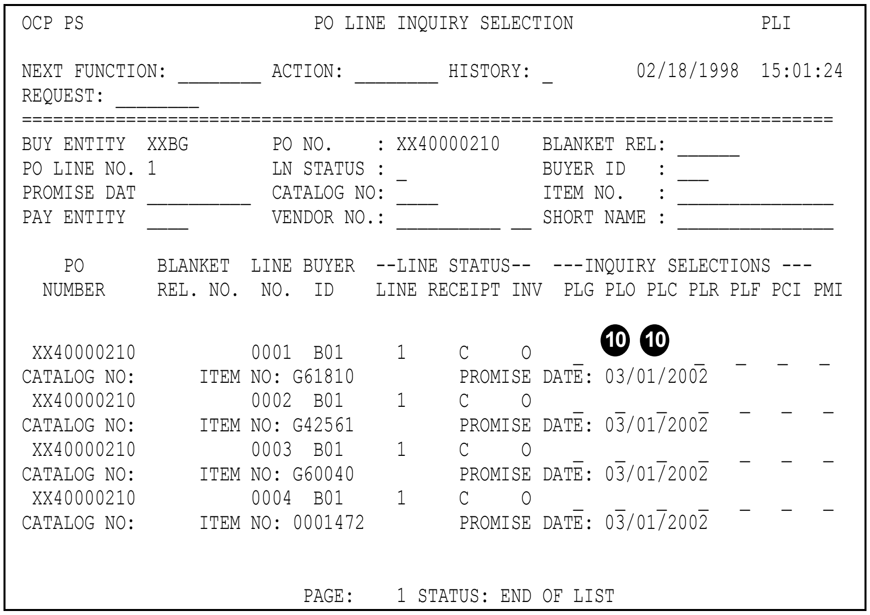



                             PAGE:     STATUS:
```

Note that your buying entity, PO number and PO line number default to the *PLI* screen.

9. Press Enter to view detailed information about this PO line.

NOTES



```
OCP PS                     PO LINE INQUIRY SELECTION                 PLI

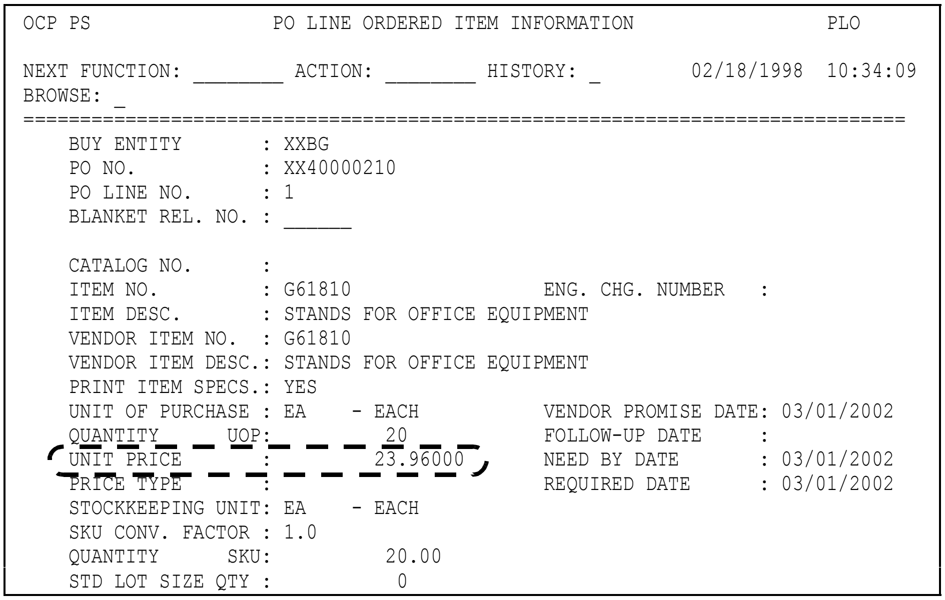
NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/18/1998  15:01:24
REQUEST: ________
============================================================================
BUY ENTITY  XXBG        PO NO.    : XX40000210    BLANKET REL: ______
PO LINE NO. 1           LN STATUS : _             BUYER ID   : ___
PROMISE DAT __________  CATALOG NO: ____          ITEM NO.   : ______________
PAY ENTITY  ____        VENDOR NO.: __________ __ SHORT NAME : ______________

    PO       BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
  NUMBER     REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI

 XX40000210          0001  B01     1     C     O     _   _   _   _   _   _   _
CATALOG NO:      ITEM NO: G61810        PROMISE DATE: 03/01/2002
 XX40000210          0002  B01     1     C     O     _   _   _   _   _   _   _
CATALOG NO:      ITEM NO: G42561        PROMISE DATE: 03/01/2002
 XX40000210          0003  B01     1     C     O     _   _   _   _   _   _   _
CATALOG NO:      ITEM NO: G60040        PROMISE DATE: 03/01/2002
 XX40000210          0004  B01     1     C     O     _   _   _   _   _   _   _
CATALOG NO:      ITEM NO: 0001472       PROMISE DATE: 03/01/2002


                          PAGE:    1 STATUS: END OF LIST
```

10. Type **S** in the PLO and PLC fields and press [Enter] to *select* the *PO Line Ordered Line Information (PLO) PO Line Receipt/Invoice Controls (PLC)* screen for PO line 0001.



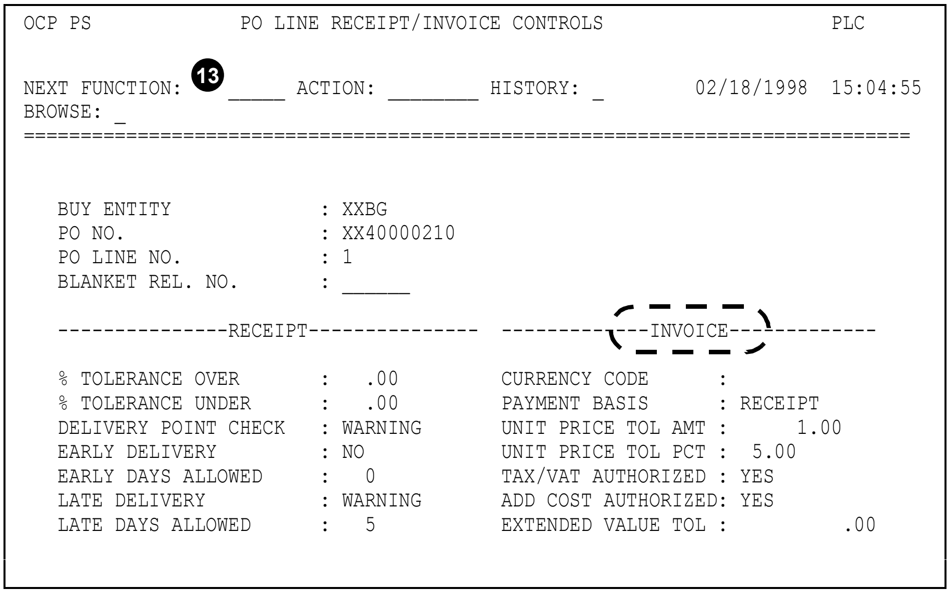
```
OCP PS                 PO LINE ORDERED ITEM INFORMATION                PLO

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/18/1998  10:34:09
BROWSE: _
==============================================================================
    BUY ENTITY       : XXBG
    PO NO.           : XX40000210
    PO LINE NO.      : 1
    BLANKET REL. NO. : ______

    CATALOG NO.      :
    ITEM NO.         : G61810                 ENG. CHG. NUMBER   :
    ITEM DESC.       : STANDS FOR OFFICE EQUIPMENT
    VENDOR ITEM NO.  : G61810
    VENDOR ITEM DESC.: STANDS FOR OFFICE EQUIPMENT
    PRINT ITEM SPECS.: YES
    UNIT OF PURCHASE : EA    - EACH           VENDOR PROMISE DATE: 03/01/2002
    QUANTITY      UOP:           20           FOLLOW-UP DATE     :
    UNIT PRICE       :         23.96000       NEED BY DATE       : 03/01/2002
    PRICE TYPE       :                        REQUIRED DATE      : 03/01/2002
    STOCKKEEPING UNIT: EA    - EACH
    SKU CONV. FACTOR : 1.0
    QUANTITY      SKU:           20.00
    STD LOT SIZE QTY :            0
```

11. Look at the UNIT PRICE field. Note that the PO displays a unit price of $23.96. The invoice shows a unit price of $25.00. Press [Enter] to access the *PO Line Receipt/Invoice Controls (PLC)* screen.

NOTES



```
OCP PS            PO LINE RECEIPT/INVOICE CONTROLS                    PLC

NEXT FUNCTION: _____ ACTION: ________ HISTORY: _       02/18/1998  15:04:55
BROWSE: _
==============================================================================


   BUY ENTITY             : XXBG
   PO NO.                 : XX40000210
   PO LINE NO.            : 1
   BLANKET REL. NO.       : ______

   ---------------RECEIPT---------------  -------------INVOICE-------------

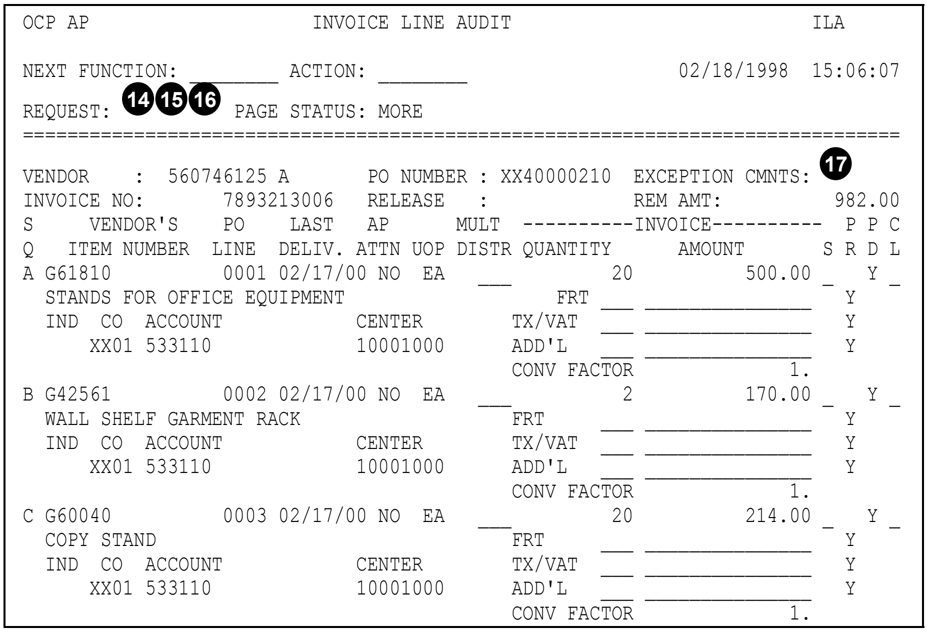
   % TOLERANCE OVER       :   .00        CURRENCY CODE      :
   % TOLERANCE UNDER      :   .00        PAYMENT BASIS      : RECEIPT
   DELIVERY POINT CHECK   : WARNING      UNIT PRICE TOL AMT :      1.00
   EARLY DELIVERY         : NO           UNIT PRICE TOL PCT :  5.00
   EARLY DAYS ALLOWED     :   0          TAX/VAT AUTHORIZED : YES
   LATE DELIVERY          : WARNING      ADD COST AUTHORIZED: YES
   LATE DAYS ALLOWED      :   5          EXTENDED VALUE TOL :          .00
```

12. Look at the INVOICE section of the screen. Note the values in the UNIT PRICE TOL AMT and the UNIT PRICE TOL PCT fields.

> For this PO line, the unit price tolerance percent has been set at 5 percent and the unit price tolerance amount has been set at $1.00. The PO line unit price is $23.96. In this case, the unit price tolerance *percent* range is $22.76 to $25.16. The unit price tolerance *amount* range is $22.96 to $24.96. Remember that when both unit price tolerances have been set, the more restrictive tolerance applies. Because the unit price tolerance *amount* range is more restrictive, it will be applied to this PO line.
>
> When the tolerance is applied, an exception occurs because the invoice price of $25.00 exceeds the unit price tolerance amount range.

13. Type **BACK** in the NEXT FUNCTION field and press Enter to return to the *ILA* screen.

NOTES



```
OCP AP                    INVOICE LINE AUDIT                         ILA

NEXT FUNCTION: ________ ACTION: ________                02/18/1998  15:06:07
REQUEST:               PAGE STATUS: MORE
==============================================================================

VENDOR    :  560746125 A       PO NUMBER : XX40000210  EXCEPTION CMNTS:
INVOICE NO:       7893213006   RELEASE   :             REM AMT:          982.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A G61810          0001 02/17/00 NO  EA   ___        20          500.00 _   Y _
  STANDS FOR OFFICE EQUIPMENT                FRT ___ ______________    Y
  IND  CO  ACCOUNT           CENTER       TX/VAT ___ ______________    Y
      XX01 533110            10001000     ADD'L  ___ ______________    Y
                                          CONV FACTOR             1.
B G42561          0002 02/17/00 NO  EA   ___         2          170.00 _   Y _
  WALL SHELF GARMENT RACK                 FRT    ___ ______________    Y
  IND  CO  ACCOUNT           CENTER       TX/VAT ___ ______________    Y
      XX01 533110            10001000     ADD'L  ___ ______________    Y
                                          CONV FACTOR             1.
C G60040          0003 02/17/00 NO  EA   ___        20          214.00 _   Y _
  COPY STAND                              FRT    ___ ______________    Y
  IND  CO  ACCOUNT           CENTER       TX/VAT ___ ______________    Y
      XX01 533110            10001000     ADD'L  ___ ______________    Y
                                          CONV FACTOR             1.
```

14. Tag the appropriate PO line on the *ILA* screen and press Enter. (Refer to **Procedure 20: Entering Invoice Line Information for Matching Invoices**.)

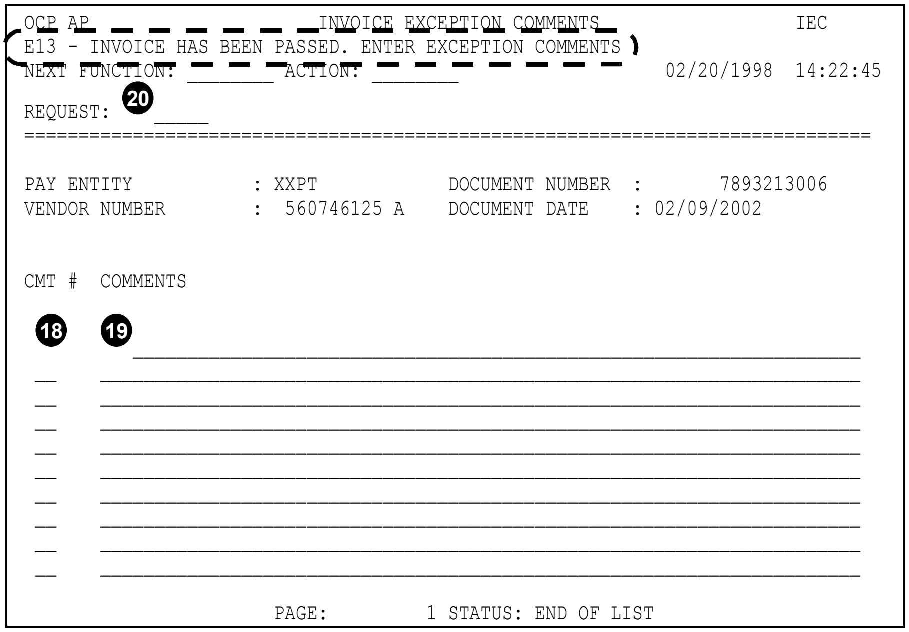
    The system redisplays the following error message: **392 - INVOICE UNIT PRICE IS GREATER THAN PO-UNIT PRICE + TOLERANCE.**

15. Type **CONT** in the REQUEST field and press Enter to continue processing the invoice.

16. Tag the appropriate PO lines on the *ILA* screen and press Enter.

17. Type **C** in the EXCEPTION CMNTS field and press Enter to access the *Invoice Exception Comments (IEC)* screen.

NOTES



```
OCP AP                     INVOICE EXCEPTION COMMENTS                    IEC
E13 - INVOICE HAS BEEN PASSED. ENTER EXCEPTION COMMENTS
NEXT FUNCTION: ________ ACTION: ________                 02/20/1998  14:22:45
REQUEST: _____
===============================================================================

PAY ENTITY          : XXPT          DOCUMENT NUMBER  :       7893213006
VENDOR NUMBER       :  560746125 A  DOCUMENT DATE    : 02/09/2002


CMT #  COMMENTS

          ____________________________________________________________________
 __    _______________________________________________________________________
 __    _______________________________________________________________________
 __    _______________________________________________________________________
 __    _______________________________________________________________________
 __    _______________________________________________________________________
 __    _______________________________________________________________________
 __    _______________________________________________________________________
 __    _______________________________________________________________________
 __    _______________________________________________________________________

                      PAGE:         1 STATUS: END OF LIST
```

The system displays the following message: **E13 - INVOICE HAS BEEN PASSED. ENTER EXCEPTION COMMENTS**. This indicates that the invoice has been passed to the buyer.

18. Type **01** in the CMT # field.

19. Type **Invoice unit price on line 1 = $25.00** in the COMMENTS field.

20. Type **R** in the REQUEST field and press Enter to go to a blank *IMP* screen.

    The buyer can view passed invoices on the *Invoice Work Queue (IWQ)* screen. The AP clerk can view a list of passed invoices on the *Invoice Reapplication Work Queue (IRQ)* screen.

21. Wait for the buyer's instructions regarding further processing of the invoice.

This walkthrough will demonstrate how to apply the buyer’s instructions to a unit price tolerance exception.

NOTES

WALKTHROUGH: Applying the Buyer’s Instructions to a Unit Price Tolerance Exception

SCENARIO

You had an exception on a previous invoice from US Office Products for 10 equipment stands because the invoice unit price exceeded the PO unit price. You had passed this invoice to the buyer for resolution of the error. The vendor number is 560746125 A.

The buyer has instructed you to pay the invoice as is.

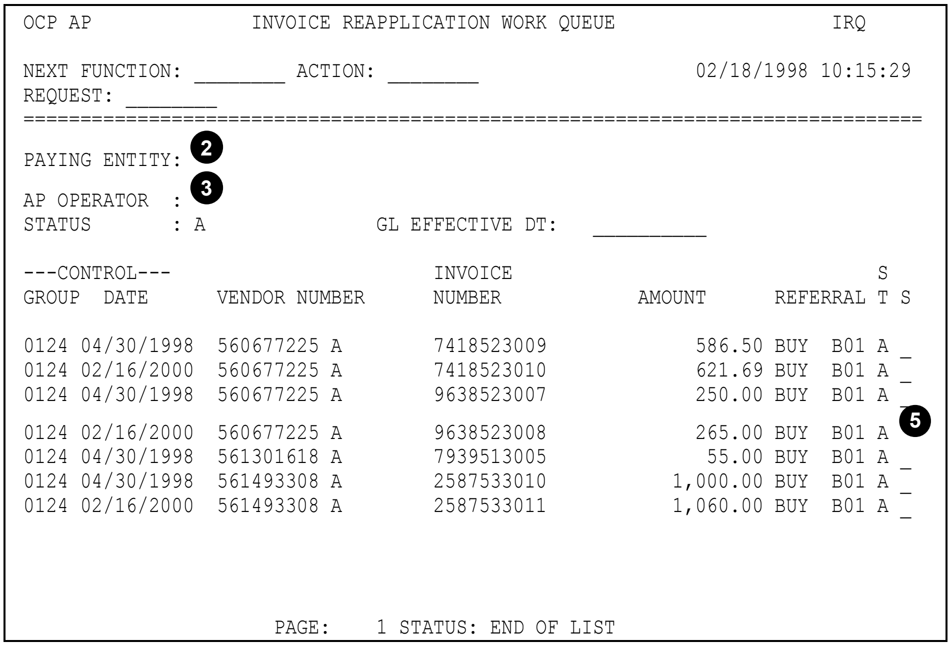
Invoice: US Office Products PO Box 2060 Raleigh, NC 27602		**Invoice Number: 9638523008 Invoice Date: 02/09/2002 Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Stands for Office Equipment & Machines	**10**	**25.00**	**250.00**
		Freight:	
PO# XX40000211		**Tax:**	**15.00**
		Total:	**265.00**

1. Type **IRQ** in the NEXT FUNCTION field and press Enter to access your *Invoice Reapplication Work Queue (IRQ)* screen.

2. Type **your operator ID (XX)** in the AP OPERATOR field.

3. Type **A** in the STATUS field and press Enter to view a list of the invoices that are *available for accounts payable processing*.

NOTES



```
OCP AP             INVOICE REAPPLICATION WORK QUEUE                 IRQ

NEXT FUNCTION: ________ ACTION: ________              02/18/1998 10:15:29
REQUEST: ________
==============================================================================

PAYING ENTITY:

AP OPERATOR  :
STATUS       : A               GL EFFECTIVE DT:   __________

---CONTROL---                      INVOICE                               S
GROUP  DATE      VENDOR NUMBER      NUMBER            AMOUNT      REFERRAL T S

0124 04/30/1998  560677225 A        7418523009            586.50 BUY  B01 A _
0124 02/16/2000  560677225 A        7418523010            621.69 BUY  B01 A _
0124 04/30/1998  560677225 A        9638523007            250.00 BUY  B01 A _
0124 02/16/2000  560677225 A        9638523008            265.00 BUY  B01 A
0124 04/30/1998  561301618 A        7939513005             55.00 BUY  B01 A _
0124 04/30/1998  561493308 A        2587533010          1,000.00 BUY  B01 A _
0124 02/16/2000  561493308 A        2587533011          1,060.00 BUY  B01 A _

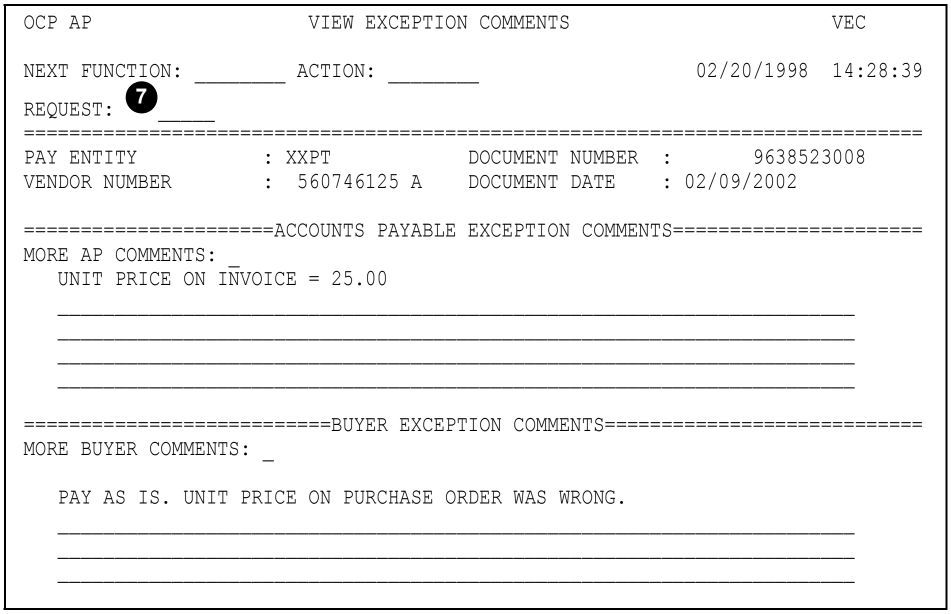


                      PAGE:    1 STATUS: END OF LIST
```

4. Locate invoice number **9638523008**.

5. Type **V** in the S (SELECT) field for invoice number 9638523008.

6. Press Enter to access the *View Exception Comments (VEC)* screen and view the buyer's instructions.



```
OCP AP                  VIEW EXCEPTION COMMENTS                     VEC

NEXT FUNCTION: ________ ACTION: ________              02/20/1998  14:28:39
REQUEST: _____
==============================================================================
PAY ENTITY          : XXPT          DOCUMENT NUMBER  :       9638523008
VENDOR NUMBER       :  560746125 A   DOCUMENT DATE    : 02/09/2002

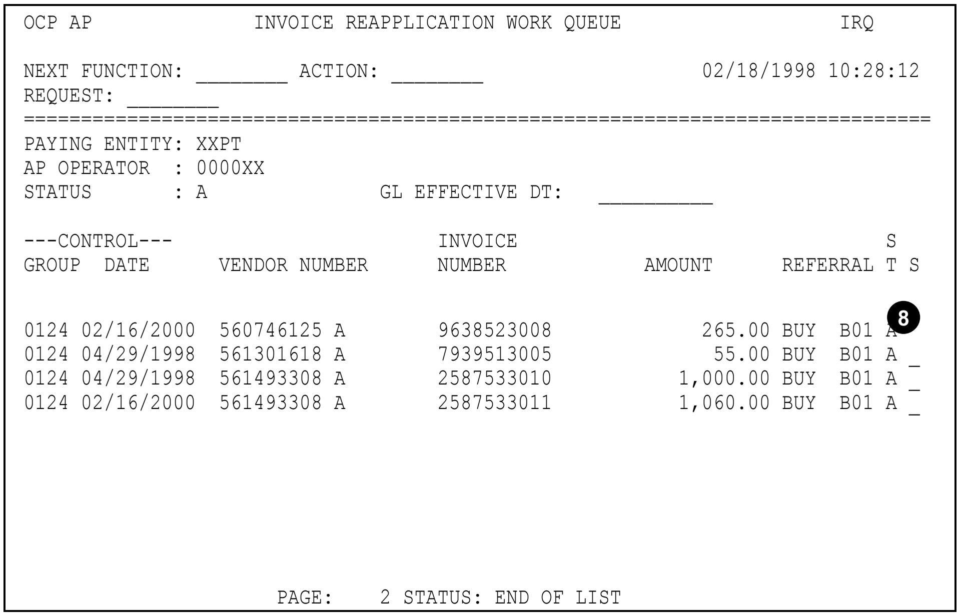
======================ACCOUNTS PAYABLE EXCEPTION COMMENTS======================
MORE AP COMMENTS: _
   UNIT PRICE ON INVOICE = 25.00
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

===========================BUYER EXCEPTION COMMENTS===========================
MORE BUYER COMMENTS: _

   PAY AS IS. UNIT PRICE ON PURCHASE ORDER WAS WRONG.
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
```

The buyer's instructions for this invoice indicate that no further processing is required. The invoice should be paid as is.

7. Type **BACK** in the REQUEST field and press Enter to return to the *IRQ* screen.



```
OCP AP             INVOICE REAPPLICATION WORK QUEUE                  IRQ

NEXT FUNCTION: ________ ACTION: ________                 02/18/1998 10:28:12
REQUEST: ________
===============================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : A              GL EFFECTIVE DT:   __________

---CONTROL---                        INVOICE                                S
GROUP  DATE      VENDOR NUMBER      NUMBER             AMOUNT      REFERRAL T S


0124 02/16/2000  560746125 A        9638523008             265.00 BUY  B01 A
0124 04/29/1998  561301618 A        7939513005              55.00 BUY  B01 A _
0124 04/29/1998  561493308 A        2587533010           1,000.00 BUY  B01 A _
0124 02/16/2000  561493308 A        2587533011           1,060.00 BUY  B01 A _







                      PAGE:    2 STATUS: END OF LIST
```

8. Type **P** in the S (SELECT) field to *pay the invoice as is*, without any further changes.

The code you enter in the S (SELECT) field tells the system how to further process the invoice. You can enter:

P to *pay as is*, if no further processing is required.

F to *force pay*, if no further processing is required and the permit-to-pay has been exceeded for the invoice.

S for *additional processing*, if the buyer has issued instructions for further processing.

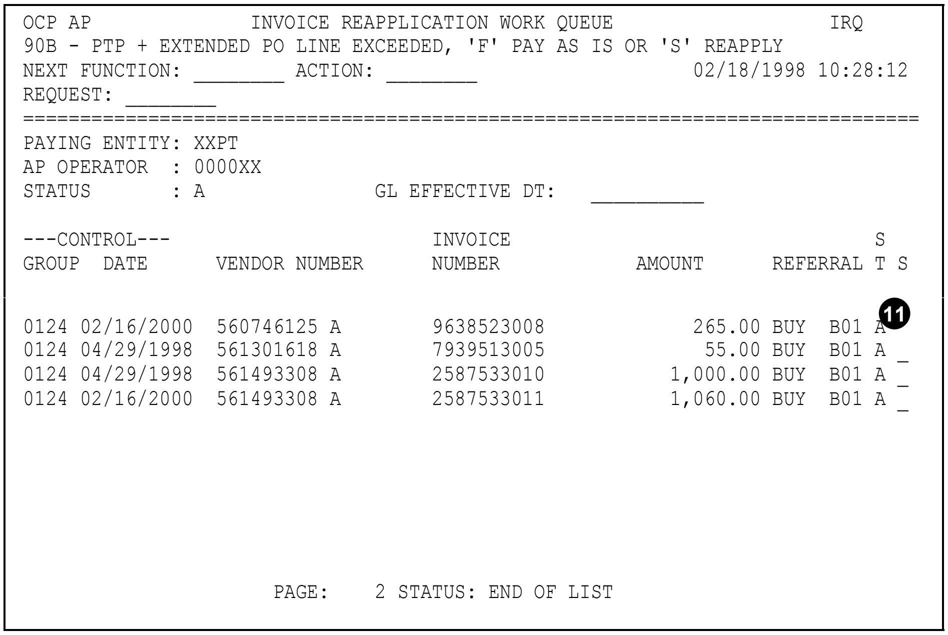
V to access the *View Exception Comments (VEC)* screen and read the buyer's instructions.

C to access the *Invoice Exception Comments (IEC)* screen and add comments to the invoice.

9. Press Enter to process the invoice.

The system displays the following error message: **90b - PTP + EXTENDED PO LINE EXCEEDED, 'F' PAY AS IS OR 'S' REAPPLY.** When the permit-to-pay has been exceeded on an invoice, you cannot use the **P** option to pay as is. You will need to force pay the invoice.

NOTES



```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                  IRQ
90B - PTP + EXTENDED PO LINE EXCEEDED, 'F' PAY AS IS OR 'S' REAPPLY
NEXT FUNCTION: ________ ACTION: ________                   02/18/1998 10:28:12
REQUEST: ________
==============================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : A               GL EFFECTIVE DT:   __________

---CONTROL---                      INVOICE                                  S
GROUP  DATE      VENDOR NUMBER     NUMBER            AMOUNT      REFERRAL T S

0124 02/16/2000  560746125 A       9638523008            265.00 BUY  B01 A
0124 04/29/1998  561301618 A       7939513005             55.00 BUY  B01 A _
0124 04/29/1998  561493308 A       2587533010          1,000.00 BUY  B01 A _
0124 02/16/2000  561493308 A       2587533011          1,060.00 BUY  B01 A _




                      PAGE:    2 STATUS: END OF LIST
```

10. Press Enter to clear the exception message and continue processing the invoice.

11. Type **F** in the S (SELECT) field to *force pay* the invoice without further changes.

12. Press Enter to process the invoice.

    The invoice disappears from the *IRQ* screen. The error has been resolved and the system has accepted the invoice for payment.

The preceding two walkthroughs demonstrated how an AP clerk might process an invoice with a unit price tolerance exception.

A unit price tolerance exception occurs when the invoice line's unit price exceeds the unit price tolerance range. When a unit price tolerance exception occurs, the AP clerk must pass the invoice to the buyer for resolution of the exception.

The unit price tolerance control serves a dual purpose:

- It keeps the state from over/under paying for purchases.
- At the same time, the tolerance allows for small variations in prices. In general, it is not practical to process exceptions for one cent differences.

In the preceding walkthrough, the buyer reviewed the exception and instructed the AP clerk to pay the invoice as is.

This walkthrough will demonstrate how to respond to an extended value tolerance exception.

NOTES

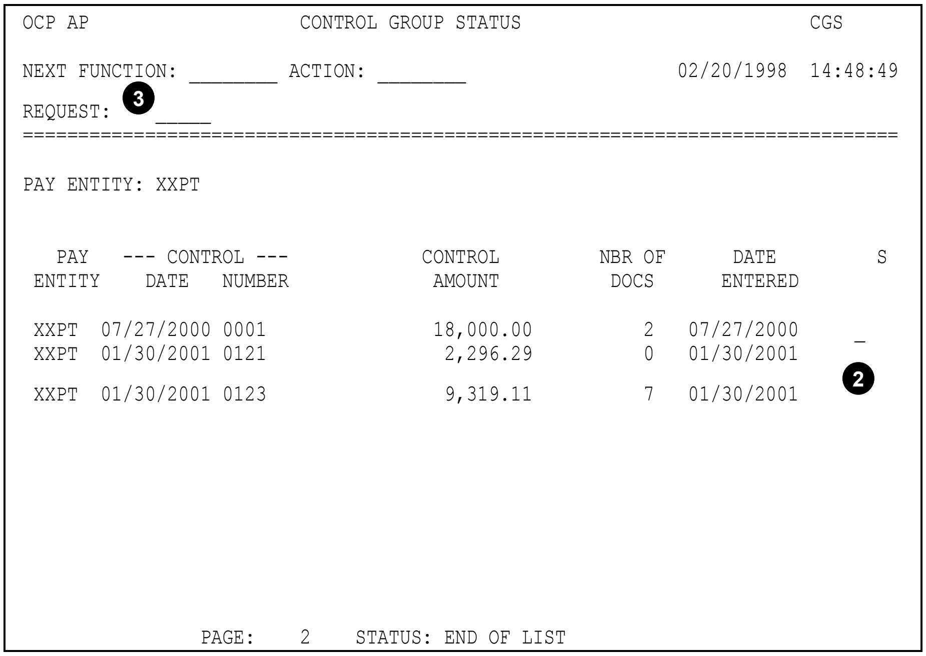
WALKTHROUGH: Responding to an Extended Value Tolerance Exception (Price-Related)

SCENARIO

You have received an invoice from US Office Products for 10 file cabinets. The vendor number is 560746125 A and is located in Wake county which has a county code of 92. The unit price on the invoice exceeds the PO line unit price of $57.40, but the unit price difference is within the unit price tolerance range. However, the extended value for the invoice line also exceeds the extended value for the PO line and this difference exceeds the extended value tolerance range.

You will receive an exception message when you try to process this invoice.

1. Type **CGS** in the NEXT FUNCTION field and press Enter to access the *Control Group Status (CGS)* screen.



```
OCP AP                   CONTROL GROUP STATUS                          CGS

NEXT FUNCTION: ________ ACTION: ________                 02/20/1998  14:48:49
REQUEST:    _____
===============================================================================

PAY ENTITY: XXPT


   PAY   --- CONTROL ---            CONTROL         NBR OF      DATE        S
 ENTITY    DATE   NUMBER             AMOUNT          DOCS      ENTERED

 XXPT  07/27/2000 0001             18,000.00          2   07/27/2000      _
 XXPT  01/30/2001 0121              2,296.29          0   01/30/2001

 XXPT  01/30/2001 0123              9,319.11          7   01/30/2001








                PAGE:    2    STATUS: END OF LIST
```

2. Type **S** in the SELECT field for control group 123.

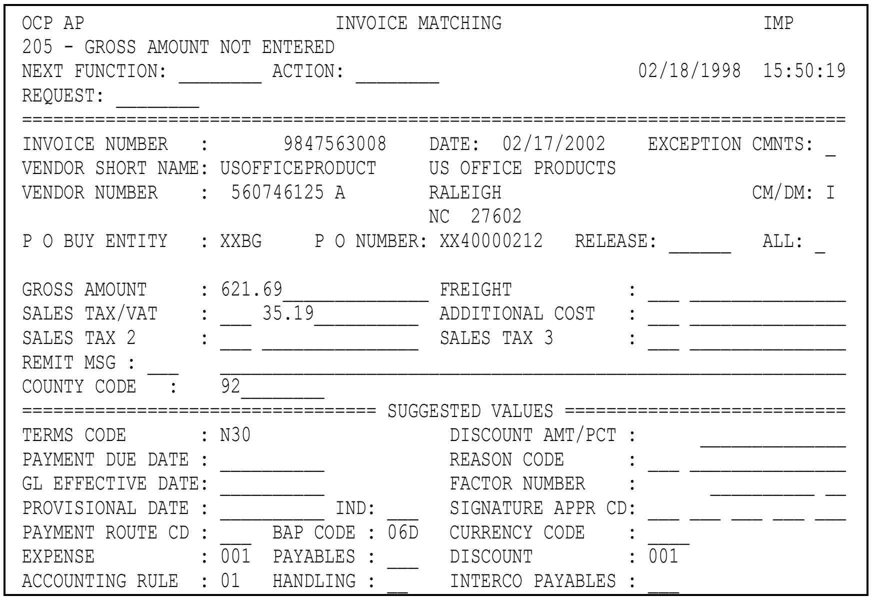
3. Type **4** in the REQUEST field and press Enter to access a blank *IMP* screen in control group 123.

NOTES

Invoice: US Office Products **PO Box 2060** **Raleigh, NC 27602**		**Invoice Number: 98475630085** **Invoice Date: 02/17/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Steel Vertical File Cabinets	**10**	**58.65**	**586.50**
PO# XX40000212		**Freight:**	
		Tax:	**35.19**
		Total:	**621.69**

4. Type the **invoice header information** on the *IMP* screen. (Refer to **Procedure 19: Entering Invoice Header Information**.)

   Your screen should look as follows:



```
OCP AP                        INVOICE MATCHING                         IMP
205 - GROSS AMOUNT NOT ENTERED
NEXT FUNCTION: ________ ACTION: ________                   02/18/1998  15:50:19
REQUEST: ________
================================================================================
INVOICE NUMBER   :       9847563008    DATE:  02/17/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: USOFFICEPRODUCT     US OFFICE PRODUCTS
VENDOR NUMBER    :  560746125 A        RALEIGH                        CM/DM: I
                                       NC  27602
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000212   RELEASE: ______    ALL: _

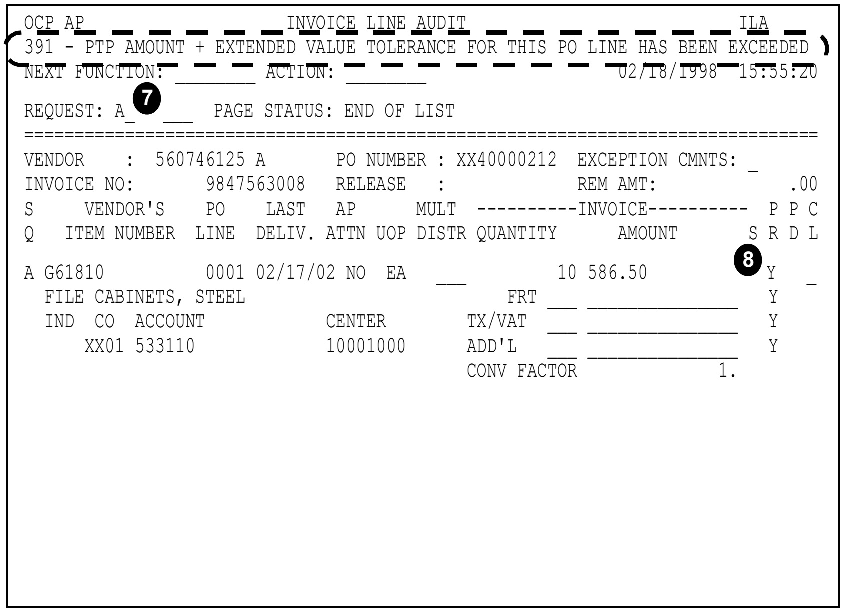
GROSS AMOUNT     : 621.69______________ FREIGHT           : ___ _______________
SALES TAX/VAT    : ___ 35.19__________  ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3       : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    92________
================================== SUGGESTED VALUES ===========================
TERMS CODE       : N30                   DISCOUNT AMT/PCT :       ______________
PAYMENT DUE DATE : __________            REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________            FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___   SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : 06D   CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___   DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __    INTERCO PAYABLES : ___
```

5. Press Enter to process the invoice header information and to access the *Invoice Line Audit (ILA)* screen.

6. Identify and tag the appropriate PO line for the amount of the invoice. Press Enter to tag the PO line. (Refer to **Procedure 20: Entering Invoice Line Information**.)

   🗁 Remember to type **586.50** in the AMOUNT field.

NOTES



```
OCP AP                     INVOICE LINE AUDIT                          ILA
391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED
NEXT FUNCTION: ________ ACTION: ________                02/18/1998  15:55:20

REQUEST: A_   ___  PAGE STATUS: END OF LIST
==============================================================================
VENDOR    :  560746125 A       PO NUMBER : XX40000212  EXCEPTION CMNTS: _
INVOICE NO:       9847563008   RELEASE   :             REM AMT:            .00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L

A G61810         0001 02/17/02 NO  EA  ___          10 586.50             Y   _
  FILE CABINETS, STEEL                       FRT ___ _______________      Y
  IND  CO  ACCOUNT           CENTER       TX/VAT ___ _______________      Y
      XX01 533110            10001000     ADD'L  ___ _______________      Y
                                          CONV FACTOR              1.
```

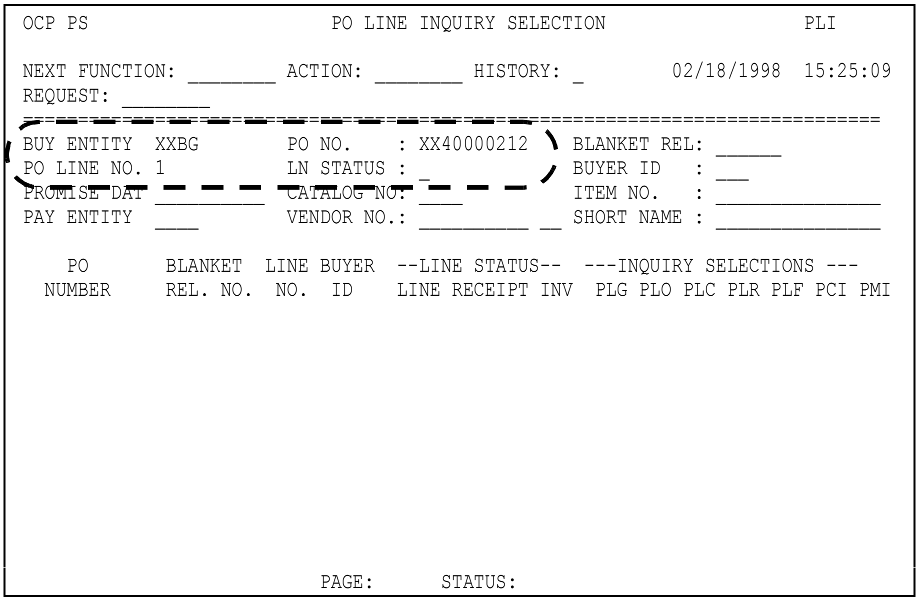
The system displays the following error message: **391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED**.

🗁 Note that the value in the QUANTITY field matches the invoice quantity. Therefore, the extended value tolerance exception is not caused by a difference in quantity. This exception is price-related.

7. Delete **A** from the REQUEST field to untag the PO line.

8. Type **P** in the S field and press Enter to access the *PO Line Information (PLI)* screen.

NOTES



```
OCP PS                      PO LINE INQUIRY SELECTION                 PLI

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/18/1998  15:25:09
REQUEST: ________
==============================================================================
BUY ENTITY  XXBG        PO NO.    : XX40000212    BLANKET REL: ______
PO LINE NO. 1           LN STATUS : _             BUYER ID   : ___
PROMISE DAT __________  CATALOG NO: ____          ITEM NO.   : _______________
PAY ENTITY  ____        VENDOR NO.: __________ __ SHORT NAME : _______________

    PO       BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
  NUMBER     REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI





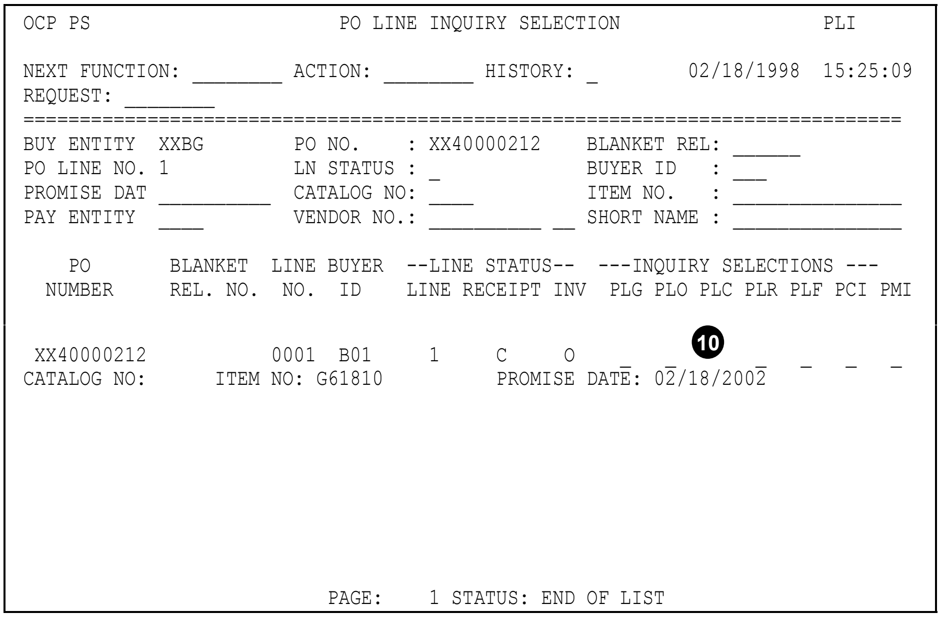





                           PAGE:      STATUS:
```

Note that your buy entity, PO number, and PO line number has defaulted to the *PLI* screen.

9. Press Enter to view information about this PO line.



```
OCP PS                      PO LINE INQUIRY SELECTION                 PLI

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/18/1998  15:25:09
REQUEST: ________
==============================================================================
BUY ENTITY  XXBG        PO NO.    : XX40000212    BLANKET REL: ______
PO LINE NO. 1           LN STATUS : _             BUYER ID   : ___
PROMISE DAT __________  CATALOG NO: ____          ITEM NO.   : _______________
PAY ENTITY  ____        VENDOR NO.: __________ __ SHORT NAME : _______________

    PO       BLANKET  LINE BUYER  --LINE STATUS--  ---INQUIRY SELECTIONS ---
  NUMBER     REL. NO.  NO.  ID    LINE RECEIPT INV  PLG PLO PLC PLR PLF PCI PMI

 XX40000212          0001  B01     1     C     O     _   _   _   _   _   _   _
CATALOG NO:      ITEM NO: G61810         PROMISE DATE: 02/18/2002

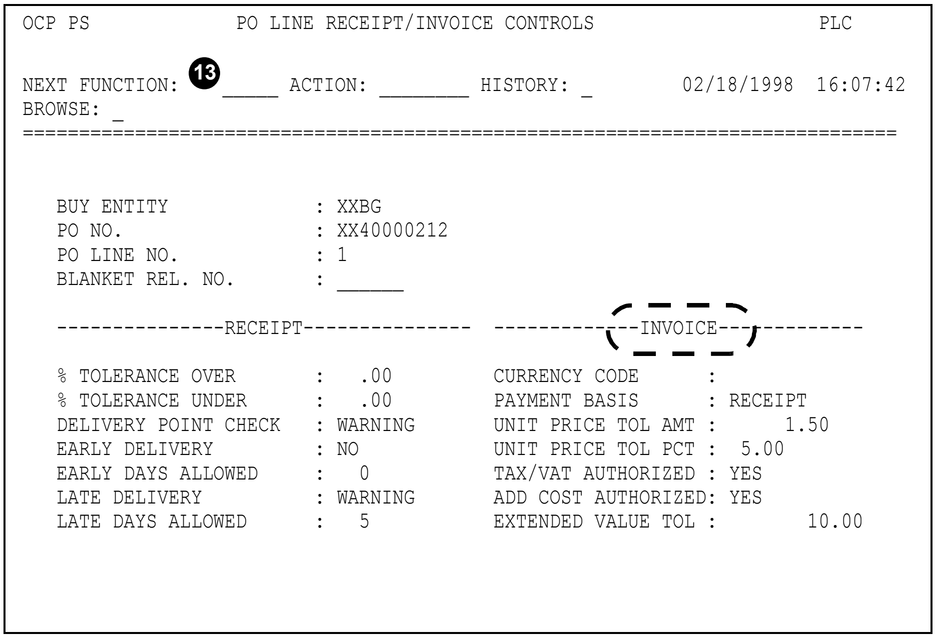





                           PAGE:    1 STATUS: END OF LIST
```

10. Type **S** in the PLC field and press Enter to *select* the *PO Line Receipt/ Invoice Controls (PLC)* screen for PO line 0001.

NOTES



```
OCP PS            PO LINE RECEIPT/INVOICE CONTROLS                 PLC

NEXT FUNCTION: _____ ACTION: ________ HISTORY: _       02/18/1998  16:07:42
BROWSE: _
==============================================================================


   BUY ENTITY             : XXBG
   PO NO.                 : XX40000212
   PO LINE NO.            : 1
   BLANKET REL. NO.       : ______

   ---------------RECEIPT---------------  ---------------INVOICE---------------

   % TOLERANCE OVER       :   .00         CURRENCY CODE      :
   % TOLERANCE UNDER      :   .00         PAYMENT BASIS      : RECEIPT
   DELIVERY POINT CHECK   : WARNING       UNIT PRICE TOL AMT :      1.50
   EARLY DELIVERY         : NO            UNIT PRICE TOL PCT :  5.00
   EARLY DAYS ALLOWED     :   0           TAX/VAT AUTHORIZED : YES
   LATE DELIVERY          : WARNING       ADD COST AUTHORIZED: YES
   LATE DAYS ALLOWED      :   5           EXTENDED VALUE TOL :        10.00
```

11. Look at the INVOICE section of the screen. Note that the value in the UNIT PRICE TOL AMT field is $1.50 and the UNIT PRICE TOL PCT field is 5 percent.

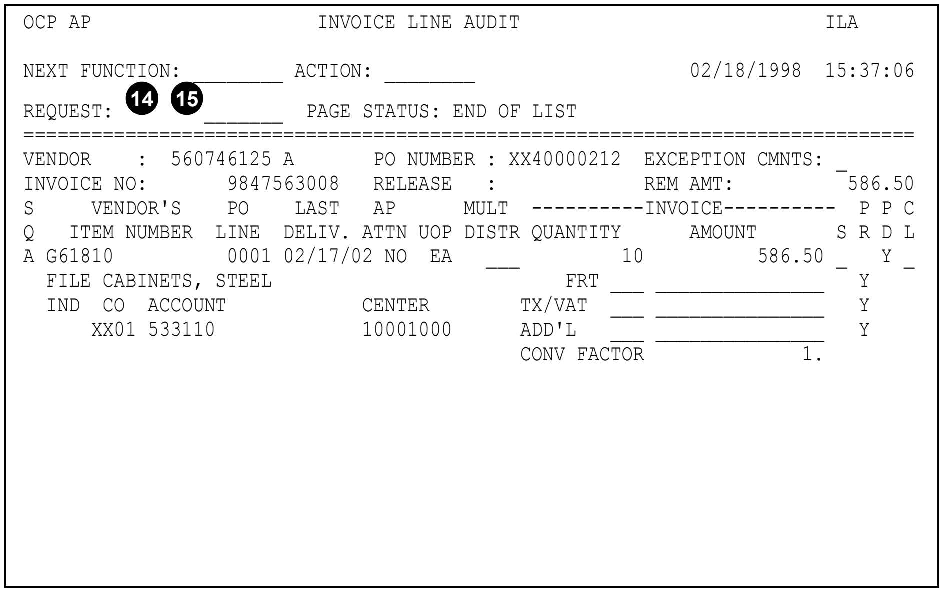
    The PO line unit price is $57.40. The unit price tolerance *amount* range is $55.90 to $58.90. The unit price tolerance *percent* range is $54.53 to $60.27. The unit price tolerance *amount* range applies since it is more restrictive.

    Note that the invoice unit price of $58.65 falls within the unit price tolerance range.

12. Note that the value in the EXTENDED VALUE TOLERANCE field is $10.00. The PO line's extended value is $574.00. The extended value tolerance range is $564.00 to $584.00. Therefore, the invoice extended value of $586.50 exceeds the extended value tolerance range.

13. Type **BACK** in the NEXT FUNCTION field and press Enter to return to your *ILA* screen.

NOTES



```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION:_________ ACTION: ________                   02/18/1998  15:37:06

REQUEST:        _______  PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  560746125 A       PO NUMBER : XX40000212  EXCEPTION CMNTS: _
INVOICE NO:       9847563008   RELEASE   :             REM AMT:         586.50
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A G61810          0001 02/17/02 NO  EA   ___         10          586.50 _   Y _
  FILE CABINETS, STEEL                          FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 533110             10001000      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

14. Tag the appropriate PO line on the *ILA* screen and press Enter.

    The system redisplays the following message: **391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED.**

15. Type **PASS** in the REQUEST field and press Enter to *pass* the invoice to the buyer for resolution of the exception. A blank *IMP* screen appears.

    The buyer can view this invoice from the buyer's *Invoice Work Queue (IWQ)* screen. The AP clerk can see the same invoice on the *Invoice Reapplication Work Queue (IRQ)* screen.

16. Wait for the buyer's instructions regarding further processing of the invoice.

This walkthrough will demonstrate how to apply the buyer's instructions to an extended value tolerance exception.

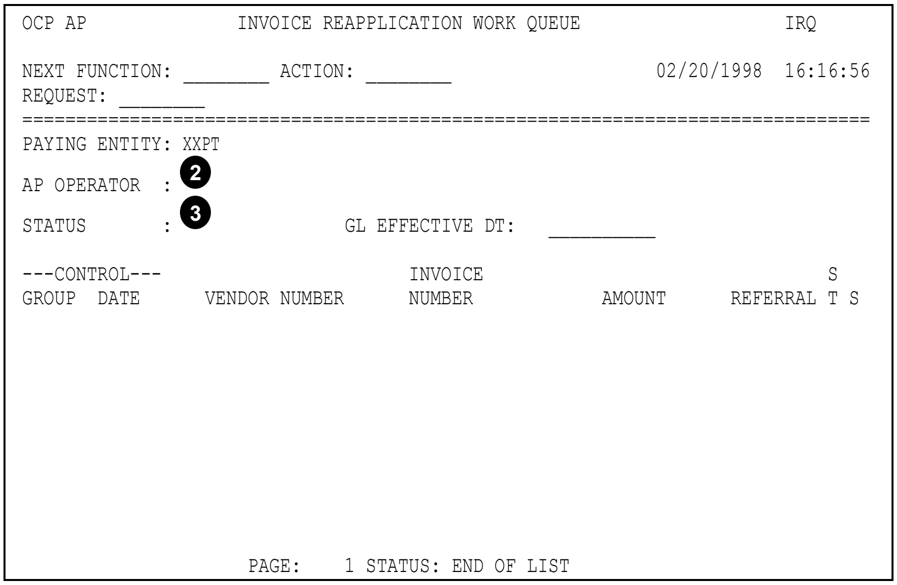
WALKTHROUGH: Applying the Buyer's Instructions to an Extended Value Tolerance Exception (Price-Related)

> ***SCENARIO***
>
> Three days ago, you had an exception on a previous invoice from US Office Products because the invoice line's extended value exceeded the PO line extended value. You passed this invoice to the buyer for resolution of the error. You have also received a credit memo from the vendor.
>
> The buyer has instructed you to pay the invoice as per the PO and to apply the vendor's credit memo. The vendor number is 560746125 A and is located in Wake county which has a county code of 92.

Invoice: US Office Products **PO Box 2060** **Raleigh, NC 27602**		**Invoice Number: 7418523010** **Invoice Date: 02/17/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Steel Vertical File Cabinets	**10**	**58.65**	**586.50**
		Freight:	
PO# XX40000213		**Tax:**	**35.19**
		Total:	**621.69**

1. Type **IRQ** in the NEXT FUNCTION field and press Enter to access the *Invoice Reapplication Work Queue (IRQ)* screen.

NOTES



```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                   IRQ

NEXT FUNCTION: ________ ACTION: ________                 02/20/1998  16:16:56
REQUEST: ________
===============================================================================
PAYING ENTITY: XXPT

AP OPERATOR  :

STATUS       :                 GL EFFECTIVE DT:   __________

---CONTROL---                       INVOICE                                 S
GROUP  DATE      VENDOR NUMBER      NUMBER            AMOUNT      REFERRAL T S



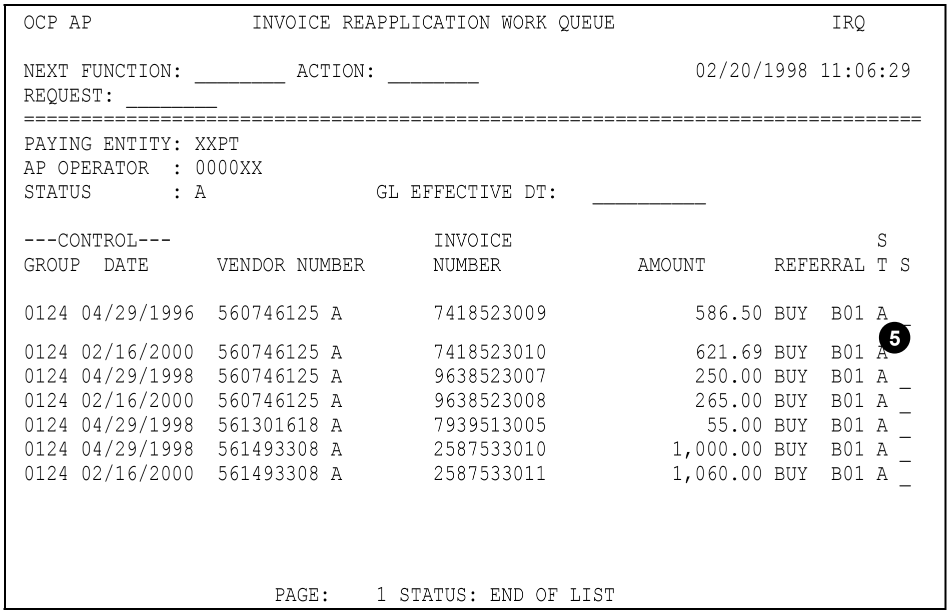





                       PAGE:    1 STATUS: END OF LIST
```

2. Type **your operator ID (XX)** in the AP OPERATOR field.

3. Type **A** in the STATUS field and press Enter to view a list of the invoices that are *available for accounts payable processing*.



```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                   IRQ

NEXT FUNCTION: ________ ACTION: ________                 02/20/1998 11:06:29
REQUEST: ________
===============================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : A               GL EFFECTIVE DT:   __________

---CONTROL---                       INVOICE                                 S
GROUP  DATE      VENDOR NUMBER      NUMBER            AMOUNT      REFERRAL T S

0124 04/29/1996  560746125 A        7418523009            586.50 BUY  B01 A _
0124 02/16/2000  560746125 A        7418523010            621.69 BUY  B01 A
0124 04/29/1998  560746125 A        9638523007            250.00 BUY  B01 A _
0124 02/16/2000  560746125 A        9638523008            265.00 BUY  B01 A _
0124 04/29/1998  561301618 A        7939513005             55.00 BUY  B01 A _
0124 04/29/1998  561493308 A        2587533010          1,000.00 BUY  B01 A _
0124 02/16/2000  561493308 A        2587533011          1,060.00 BUY  B01 A _



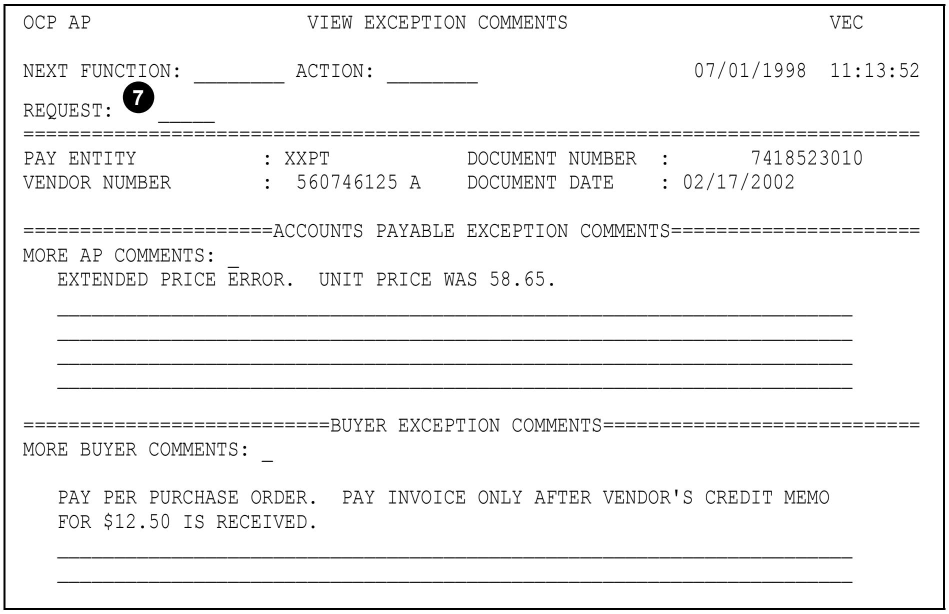
                       PAGE:    1 STATUS: END OF LIST
```

4. Locate invoice number **7418523010.**

5. Type **V** in the S (SELECT) field for invoice number **7418523010**.

6. Press Enter to access the *View Exception Comments (VEC)* screen and view the buyer's instructions.

NOTES



```
OCP AP                   VIEW EXCEPTION COMMENTS                       VEC

NEXT FUNCTION: ________ ACTION: ________                   07/01/1998  11:13:52
REQUEST:    _____
===============================================================================
PAY ENTITY          : XXPT            DOCUMENT NUMBER  :       7418523010
VENDOR NUMBER       :  560746125 A    DOCUMENT DATE    : 02/17/2002

======================ACCOUNTS PAYABLE EXCEPTION COMMENTS======================
MORE AP COMMENTS: _
   EXTENDED PRICE ERROR.  UNIT PRICE WAS 58.65.
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

===========================BUYER EXCEPTION COMMENTS============================
MORE BUYER COMMENTS: _

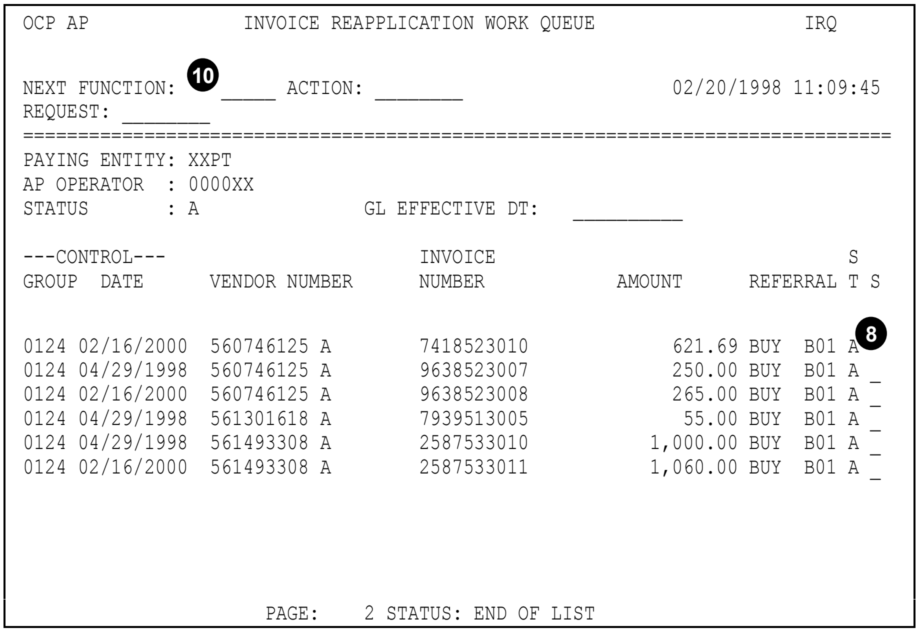
   PAY PER PURCHASE ORDER.  PAY INVOICE ONLY AFTER VENDOR'S CREDIT MEMO
   FOR $12.50 IS RECEIVED.
   ______________________________________________________________________
   ______________________________________________________________________
```

The buyer's instructions indicate that the invoice should be paid as per the PO. In other words, you need to make a payment to the vendor of $608.44. To make this payment, you must first pay the invoice as is (that is, pay $621.69) and then apply the vendor's credit memo for $13.25 which is the difference between the invoice and the PO ($621.69 - $608.44 = $13.25).

> The system reads a credit memo as a negative amount which offsets the invoice for the same PO. Therefore, by entering an invoice for $621.69 and applying the credit memo for $13.25, the system will pay the vendor $608.44 which is the difference between the invoice and the credit memo ($621.69 - $13.25 = $608.44).

7. Type **BACK** in the REQUEST field and press Enter to return to the *IRQ* screen.

NOTES



```
OCP AP            INVOICE REAPPLICATION WORK QUEUE                IRQ

NEXT FUNCTION:  _____ ACTION: ________                   02/20/1998 11:09:45
REQUEST: ________
===========================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : A                GL EFFECTIVE DT:    __________

---CONTROL---                      INVOICE                                S
GROUP  DATE      VENDOR NUMBER      NUMBER            AMOUNT      REFERRAL T S


0124 02/16/2000  560746125 A        7418523010            621.69 BUY  B01 A
0124 04/29/1998  560746125 A        9638523007            250.00 BUY  B01 A _
0124 02/16/2000  560746125 A        9638523008            265.00 BUY  B01 A _
0124 04/29/1998  561301618 A        7939513005             55.00 BUY  B01 A _
0124 04/29/1998  561493308 A        2587533010          1,000.00 BUY  B01 A _
0124 02/16/2000  561493308 A        2587533011          1,060.00 BUY  B01 A _




                       PAGE:    2 STATUS: END OF LIST
```

8. Type **F** in the S (SELECT) field to *force pay* the invoice.

   You need to use the **F** option to pay the invoice instead of **P**, since the permit-to-pay has been exceeded for the invoice. If you type **P** in the S (SELECT) field, you will receive the following error message: **90B - PTP + EXTENDED PO LINE EXCEEDED, 'F' PAY AS IS OR 'S' REAPPLY.**

9. Press Enter to process the invoice.

   Notice that the invoice disappears from the *IRQ* screen.

Invoice number 7418523010 is now eligible for a payment of $621.69. To ensure a payment of $608.44, it is important to apply the vendor's credit memo as soon as possible, preferably within the same payment cycle as the invoice.

To ensure that the invoice memo and the credit memo are in the same payment cycle, verify the date the invoice is due. The AP clerk can verify the payment due date by doing one of the following:

- Check the payment date on the invoice *or*
- In the absence of a payment date, calculate the payment due date using the invoice date and the terms code

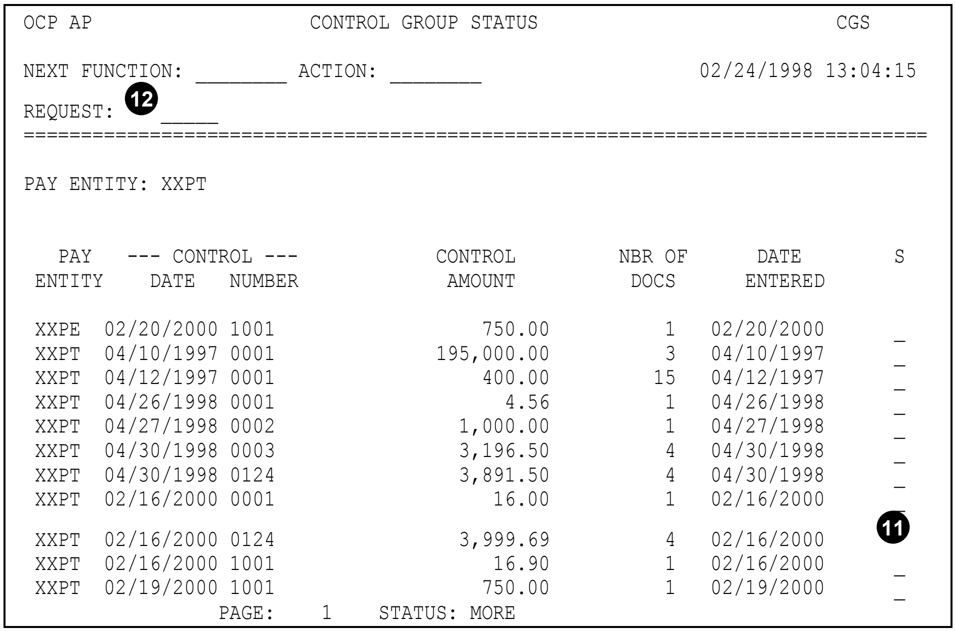
You have received the following credit memo from the vendor:

NOTES

Invoice: **US Office Products** **PO Box 2060** **Raleigh, NC 27602**		**Invoice Number: 7418523010CM** **Invoice Date: 02/19/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Steel Vertical File Cabinets			**12.50**
PO# XX40000213		**Freight:** **Tax:** **Total:**	 **.75** **13.25**

10. Type **CGS** in the NEXT FUNCTION field and press Enter to access the *Control Group Status (CGS)* screen.

To access control group 124 in the practice region, you must type **CGR** in the NEXT FUNCTION field and press Enter to access the *Control Group Review (CGR)* screen. Continue with step 11.



```
OCP AP                    CONTROL GROUP STATUS                           CGS

NEXT FUNCTION: ________ ACTION: ________                  02/24/1998 13:04:15
REQUEST: ⑫ _____
===============================================================================

PAY ENTITY: XXPT


   PAY   --- CONTROL ---           CONTROL         NBR OF      DATE        S
 ENTITY    DATE   NUMBER            AMOUNT          DOCS      ENTERED

 XXPE  02/20/2000 1001              750.00            1   02/20/2000      _
 XXPT  04/10/1997 0001          195,000.00            3   04/10/1997      _
 XXPT  04/12/1997 0001              400.00           15   04/12/1997      _
 XXPT  04/26/1998 0001                4.56            1   04/26/1998      _
 XXPT  04/27/1998 0002            1,000.00            1   04/27/1998      _
 XXPT  04/30/1998 0003            3,196.50            4   04/30/1998      _
 XXPT  04/30/1998 0124            3,891.50            4   04/30/1998      _
 XXPT  02/16/2000 0001               16.00            1   02/16/2000      _
 XXPT  02/16/2000 0124            3,999.69            4   02/16/2000      ⑪
 XXPT  02/16/2000 1001               16.90            1   02/16/2000      _
 XXPT  02/19/2000 1001              750.00            1   02/19/2000      _
                PAGE:    1    STATUS: MORE
```

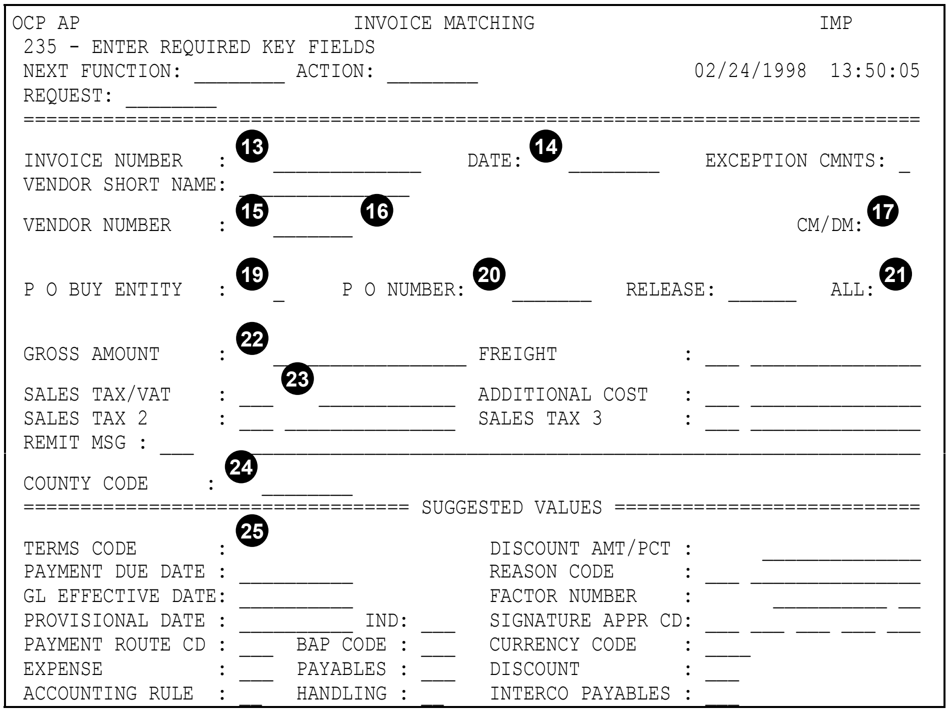
11. Type **S** in the SELECT field for control group 124.

Like other AP documents such as invoices and employee reimbursements, debit and credit memos must be batched and entered in control groups. However, a credit memo does not have to be part of the same control group as the corresponding invoice.

NOTES

12. Type **4** in the REQUEST field and press Enter to access a blank *IMP* screen in control group 124.

> Credit memos are entered on the *Invoice Matching (IMP)* screen. You must type in the header information for a credit memo just as you would for the corresponding invoice except for the CM/DM field. This field has three possible values:
>
> **C** for a *credit memo*
> **D** for a *debit memo*
> **I** for an *invoice*
>
> The default for the CM/DM field is set at **I**.
>
> When applying a credit memo, remember to type **C** in the CM/DM field on the *IMP* screen *before* processing the vendor information.



```
OCP AP                         INVOICE MATCHING                         IMP
 235 - ENTER REQUIRED KEY FIELDS
 NEXT FUNCTION: ________ ACTION: ________                   02/24/1998  13:50:05
 REQUEST: ________
 ==============================================================================
 INVOICE NUMBER   :  _____________     DATE:  ________    EXCEPTION CMNTS: _
 VENDOR SHORT NAME:  _______________
 VENDOR NUMBER    :  _______                                           CM/DM:

 P O BUY ENTITY   :  _     P O NUMBER:  _______    RELEASE: ______    ALL:

 GROSS AMOUNT     :  _________________ FREIGHT          : ___ _______________

 SALES TAX/VAT    : ___  ____________  ADDITIONAL COST  : ___ _______________
 SALES TAX 2      : ___ _______________ SALES TAX 3     : ___ _______________
 REMIT MSG : ___ _________________________________________________________
 COUNTY CODE     :  ________
 ================================== SUGGESTED VALUES ==========================
 TERMS CODE       :                     DISCOUNT AMT/PCT :      ______________
 PAYMENT DUE DATE : __________          REASON CODE      : ___ _______________
 GL EFFECTIVE DATE: __________          FACTOR NUMBER    :       __________ __
 PROVISIONAL DATE : __________ IND: ___ SIGNATURE APPR CD: ___ ___ ___ ___ ___
 PAYMENT ROUTE CD : ___  BAP CODE : ___ CURRENCY CODE    : ____
 EXPENSE          : ___  PAYABLES : ___ DISCOUNT         : ___
 ACCOUNTING RULE  : __   HANDLING : __  INTERCO PAYABLES : ___
```

13. Type the **credit memo number (7418523010CM)** in the INVOICE NUMBER field.

14. Type **021902** in the DATE field.

15. Type **560746125** in the first blank of the VENDOR NUMBER field.

16. Type **A** in the second blank of the VENDOR NUMBER field.

17. Type **C** in the CM/DM field to indicate that you are entering a *credit* memo.

18. Press Enter to process the information and to return the vendor name and address to the *IMP* screen.

19. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.

20. Type **XX40000213** in the PO NUMBER field and press Enter to process the entered information.

21. Type **X** in the ALL field to display closed PO lines.

22. Type **13.25** in the GROSS AMOUNT field.

    🗀 Type the value of the credit memo as a positive number (and *not* as a negative number) because the system automatically subtracts debit/credit memo values from an invoice. Note that if you type in a negative value, the system will reverse the sign on the credit memo value and *add* it to the invoice instead of subtracting it.

23. Type **.75** in the second blank space in the SALES TAX/VAT field to identify the tax amount to be posted to the General Ledger for the entire invoice.

24. Type **92** in the COUNTY CODE field since Raleigh is in Wake county. The county code for Wake is 92.

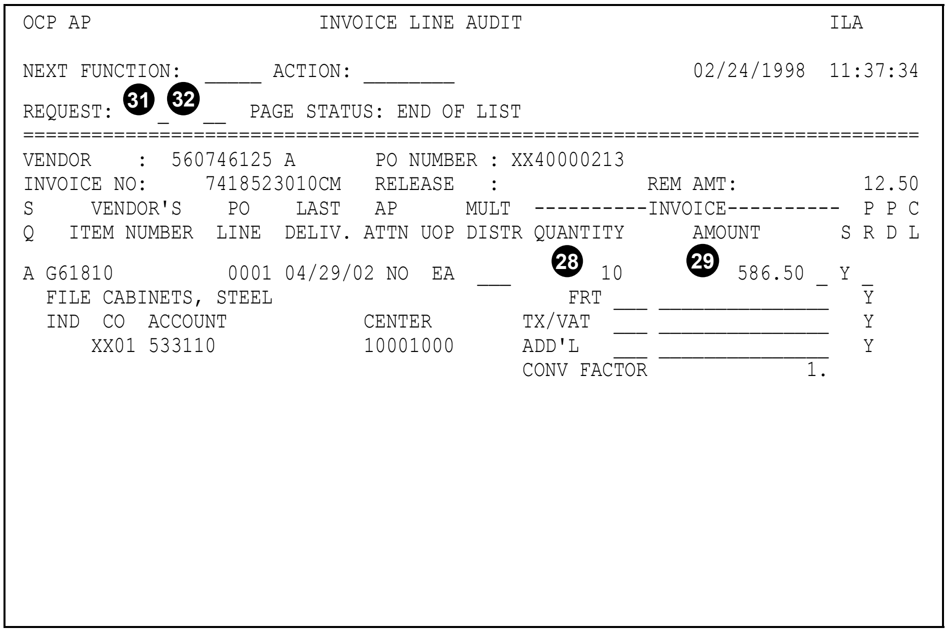
25. Verify that **NET** is displayed in the TERMS CODE field so the credit will be applied against the next invoice from that vendor.

Type the value of the credit memo as a positive number (and *not* as a negative number) because the system automatically subtracts debit/credit memo values from an invoice. Note that if you type in a negative value, the system will reverse the sign on the credit memo value and *add* it to the invoice instead of subtracting it.

26. Press Enter to process the information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with a credit memo.

> The *ILA* screen for a credit memo is processed in the same way as it is for an invoice. Remember to change the QUANTITY and AMOUNT fields where appropriate.
>
> If a credit memo reflects only a **dollar adjustment** (as in this scenario), then type **0** in the QUANTITY field to indicate that quantity is not applicable. Then type the value of the dollar adjustment (in this case, $12.50) in the AMOUNT field.
>
> If a credit memo reflects a **quantity and dollar adjustment** (e.g., when goods are returned), then type the quantity of returned goods in the QUANTITY field and the value of the dollar adjustment in the AMOUNT field.

NOTES



```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION:  _____ ACTION: ________                     02/24/1998  11:37:34

REQUEST:    _   __  PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  560746125 A       PO NUMBER : XX40000213
INVOICE NO:     7418523010CM   RELEASE   :             REM AMT:           12.50
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L

A G61810          0001 04/29/02 NO  EA  ___         10           586.50 _ Y _
  FILE CABINETS, STEEL                          FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 533110             10001000      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

27. Verify that the unit of measure **(EA)** shown in the UOP field is the same as the unit of measure used on the credit memo. Change the unit of measure if there are any discrepancies.

> Because this credit memo reflects a **dollar adjustment**, type **0** in the QUANTITY field to indicate that quantity is not applicable. Then type the value of the dollar adjustment (in this case, $12.50) in the AMOUNT field.

28. Type **0** in the QUANTITY field to indicate that quantity is not applicable.

29. Type **12.50** in the AMOUNT field.

    Again, you do not need to type a negative value in the AMOUNT field. The system automatically reads debit/credit values as negative.

30. Verify the accounting distribution that appears in the CO, ACCOUNT and CENTER fields. Change the accounting distribution if it is incorrect.

31. Type **A** in the REQUEST field to identify line 0001 and press Enter to tag the PO line.

32. Type **N** or **NEXT** in the REQUEST field and press Enter to complete this credit memo entry and to access a blank *IMP* screen.

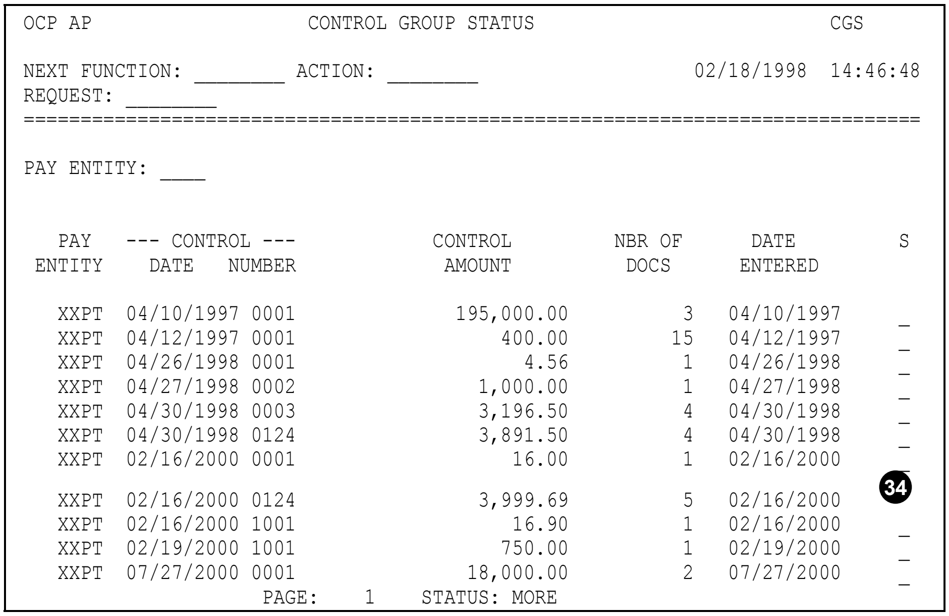
NOTES

You have now paid the invoice as per the PO and applied the corresponding credit memo.

> When you apply a credit memo, you must remember to change the control group’s control amount in order to balance the control group.
>
> When you created control group 124, you did not take into account the effects of this credit memo. Because a credit memo is a negative value, the gross document amount of control group 124 is reduced by $13.25. However, the control amount is still $3,999.69. Therefore, you will not be able to balance control group 124 until you change the control amount.

33. Type **CGS** in the NEXT FUNCTION field to access the *Control Group Status (CGS)* screen.

    To access control group 124 in the practice region, type **CGR** in the NEXT FUNCTION field and press Enter to access the *Control Group Review (CGR)* screen. Continue with step 34.



```
OCP AP                       CONTROL GROUP STATUS                          CGS

NEXT FUNCTION: ________ ACTION: ________                 02/18/1998  14:46:48
REQUEST: ________
==============================================================================

PAY ENTITY: ____


   PAY    --- CONTROL ---             CONTROL         NBR OF      DATE        S
 ENTITY    DATE    NUMBER              AMOUNT          DOCS      ENTERED

   XXPT  04/10/1997 0001            195,000.00            3   04/10/1997     _
   XXPT  04/12/1997 0001                400.00           15   04/12/1997     _
   XXPT  04/26/1998 0001                  4.56            1   04/26/1998     _
   XXPT  04/27/1998 0002              1,000.00            1   04/27/1998     _
   XXPT  04/30/1998 0003              3,196.50            4   04/30/1998     _
   XXPT  04/30/1998 0124              3,891.50            4   04/30/1998     _
   XXPT  02/16/2000 0001                 16.00            1   02/16/2000     _
   XXPT  02/16/2000 0124              3,999.69            5   02/16/2000
   XXPT  02/16/2000 1001                 16.90            1   02/16/2000     _
   XXPT  02/19/2000 1001                750.00            1   02/19/2000     _
   XXPT  07/27/2000 0001             18,000.00            2   07/27/2000     _
                     PAGE:    1    STATUS: MORE
```

34. Type **S** in the S (SELECT) field for control group 124.

35. Press Enter to process the information and to access the *Control Entry Status (CES)* screen.

36. Reduce the value in the CONTROL AMOUNT field by $13.25 from $3,999.69 to $3,986.44 and press Enter to process the change.

The preceding two walkthroughs demonstrated how an AP clerk might process an invoice with an extended value tolerance exception.

NOTES

An extended value exception occurs when the invoice line's extended value exceeds the extended value tolerance range. When an extended value tolerance exception occurs, the AP clerk must pass the invoice to the buyer for resolution of the exception.

The extended value control serves the following purpose:

- It prevents the state from overpaying or underpaying for PO lines.
- At the same time, a tolerance allows for small variations in the PO line's PTP amount.
- The extended value tolerance also provides a check in addition to the unit price tolerance. For example, it may not be practical to process exceptions for one cent variations in price. However, if an agency is purchasing several thousand items, a one cent differential can add up to a variation of several dollars on a PO line.

In the preceding walkthrough, the buyer reviewed the exception and required the AP clerk to do the following:

- Pay the invoice as per the PO
- Apply the vendor's credit memo to the PO line

This activity will demonstrate how to respond to a quantity-related exception.

WALKTHROUGH: Responding to an Extended Value Tolerance Exception (Quantity-Related)

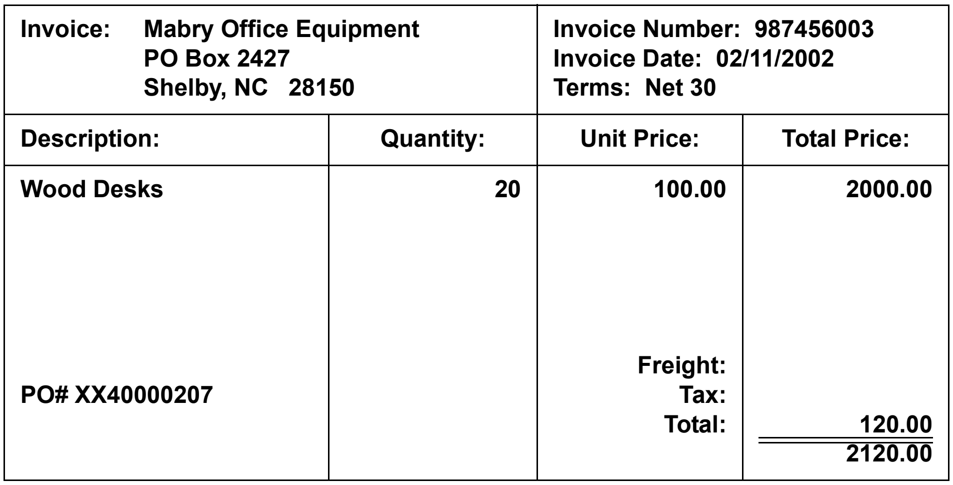
SCENARIO

You left invoice number 9874563003 (Activity: Permit-to-Pay Calculation Using the Receipt Payment Basis) from Mabry Office Equipment, Inc. incomplete. This invoice is an example of the invoiced quantity exceeding the received quantity.

Remember that the system would not let you balance the invoice because the invoiced quantity exceeded the quantity received. The system displayed the following message: **391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED**.

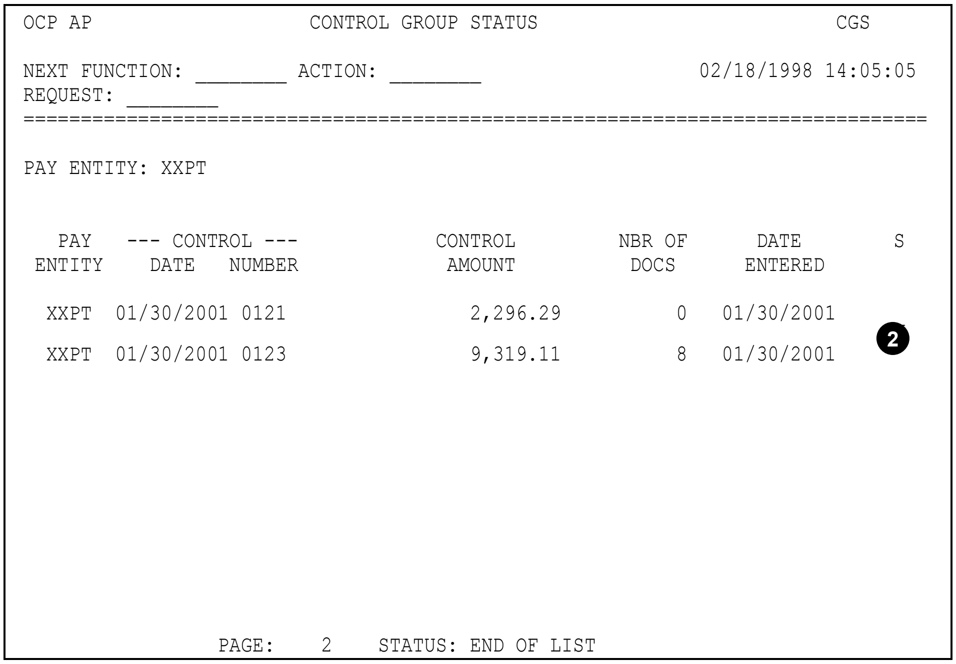
Retrieve this incomplete invoice and pass it to the buyer for review. You will add a comment to let the buyer know why the exception occurred. The vendor number is 561493308 A.

NOTES



Invoice: **Mabry Office Equipment** **PO Box 2427** **Shelby, NC 28150**		**Invoice Number: 987456003** **Invoice Date: 02/11/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Wood Desks	**20**	**100.00**	**2000.00**
PO# XX40000207		**Freight:** **Tax:** **Total:**	**120.00** **2120.00**

1. Type **CGS** in the NEXT FUNCTION field and press Enter to access the *Control Group Status (CGS)* screen.



```
OCP AP                   CONTROL GROUP STATUS                          CGS

NEXT FUNCTION: ________ ACTION: ________                  02/18/1998 14:05:05
REQUEST: ________
===============================================================================

PAY ENTITY: XXPT


  PAY    --- CONTROL ---            CONTROL         NBR OF      DATE        S
 ENTITY    DATE   NUMBER             AMOUNT          DOCS      ENTERED

  XXPT  01/30/2001 0121              2,296.29          0    01/30/2001

  XXPT  01/30/2001 0123              9,319.11          8    01/30/2001





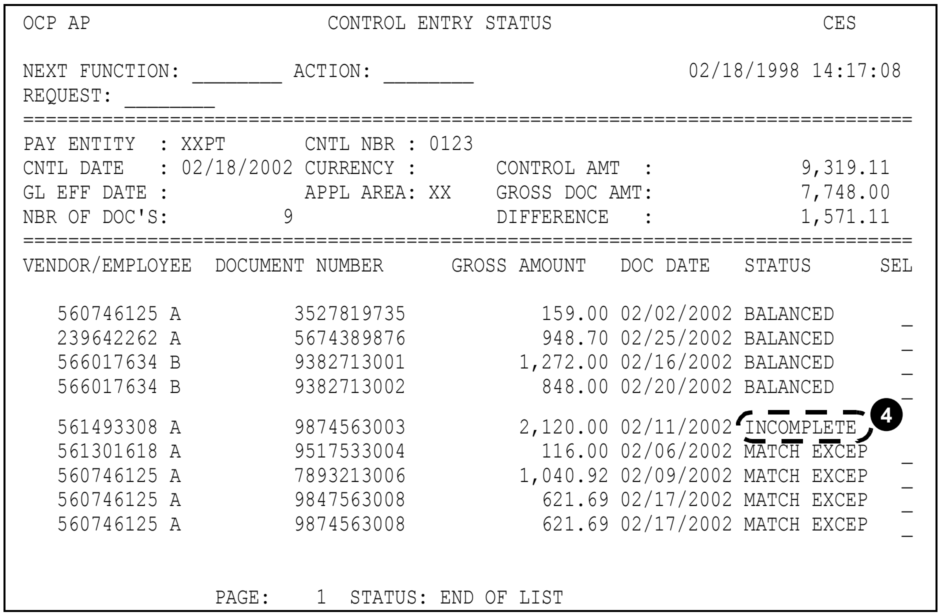





                 PAGE:    2    STATUS: END OF LIST
```

2. Type **S** in the SELECT field for control group 123 and press Enter to access the *Control Entry Status (CES)* screen.

NOTES



```
OCP AP                     CONTROL ENTRY STATUS                      CES

NEXT FUNCTION: ________ ACTION: ________                 02/18/1998 14:17:08
REQUEST: ________
===============================================================================
PAY ENTITY  : XXPT       CNTL NBR : 0123
CNTL DATE   : 02/18/2002 CURRENCY :       CONTROL AMT  :            9,319.11
GL EFF DATE :            APPL AREA: XX    GROSS DOC AMT:            7,748.00
NBR OF DOC'S:          9                  DIFFERENCE   :            1,571.11
===============================================================================
VENDOR/EMPLOYEE  DOCUMENT NUMBER      GROSS AMOUNT   DOC DATE   STATUS      SEL

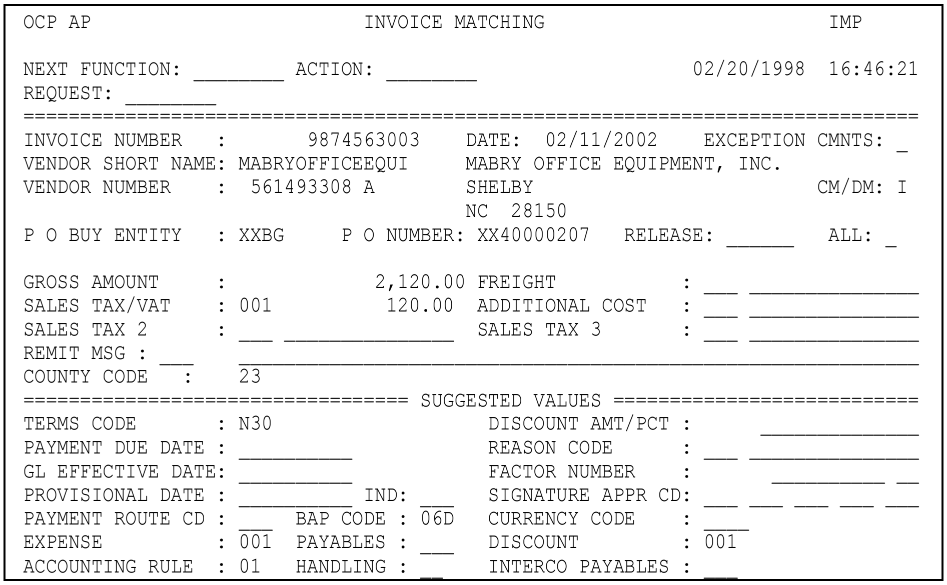
   560746125 A         3527819735           159.00 02/02/2002 BALANCED      _
   239642262 A         5674389876           948.70 02/25/2002 BALANCED      _
   566017634 B         9382713001         1,272.00 02/16/2002 BALANCED      _
   566017634 B         9382713002           848.00 02/20/2002 BALANCED      _
   561493308 A         9874563003         2,120.00 02/11/2002 INCOMPLETE
   561301618 A         9517533004           116.00 02/06/2002 MATCH EXCEP   _
   560746125 A         7893213006         1,040.92 02/09/2002 MATCH EXCEP   _
   560746125 A         9847563008           621.69 02/17/2002 MATCH EXCEP   _
   560746125 A         9874563008           621.69 02/17/2002 MATCH EXCEP   _


                 PAGE:    1  STATUS: END OF LIST
```

3. Locate invoice number **9874563003**. Note that it has an **INCOMPLETE** status because we did not complete processing it when we received an exception earlier.

4. Type **S** in the SELECT field and press [Enter] to access the *IMP* screen for invoice number 9874563003.

5. Review the information on the *IMP* screen.



```
OCP AP                        INVOICE MATCHING                        IMP

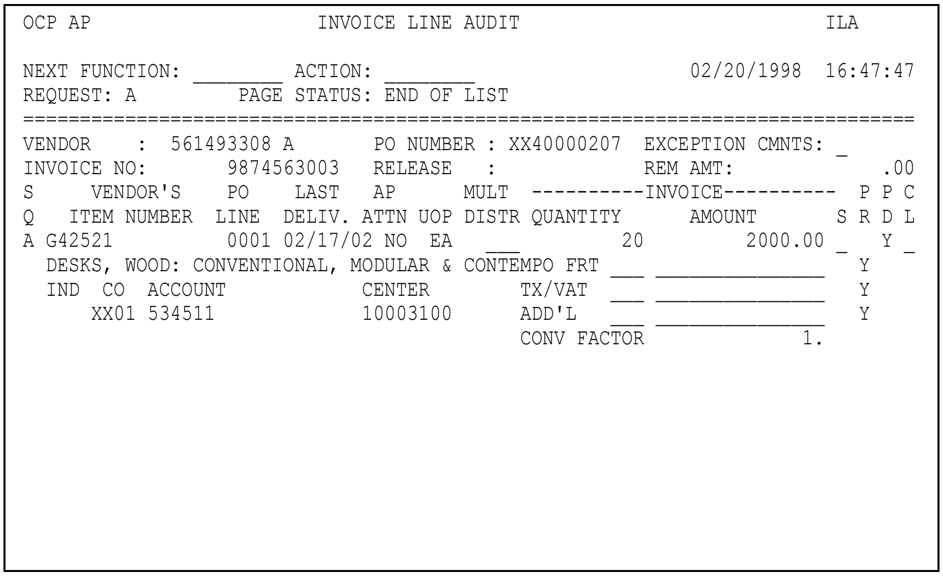
NEXT FUNCTION: ________ ACTION: ________                 02/20/1998  16:46:21
REQUEST: ________
===============================================================================
INVOICE NUMBER   :       9874563003    DATE:  02/11/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: MABRYOFFICEEQUI     MABRY OFFICE EQUIPMENT, INC.
VENDOR NUMBER    :  561493308 A        SHELBY                          CM/DM: I
                                       NC  28150
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000207   RELEASE: ______    ALL: _

GROSS AMOUNT     :             2,120.00 FREIGHT           : ___ _______________
SALES TAX/VAT    : 001          120.00  ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3       : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    23
================================= SUGGESTED VALUES ============================
TERMS CODE       : N30                   DISCOUNT AMT/PCT :        ______________
PAYMENT DUE DATE : __________            REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________            FACTOR NUMBER    :         __________ __
PROVISIONAL DATE : __________ IND: ___   SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : 06D   CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___   DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __    INTERCO PAYABLES : ___
```

6. Press [Enter] to process the information and to access the *ILA* screen for invoice 9874563003.

7. Review the information on the *ILA* screen. The QUANTITY field should have a value of 20 and the AMOUNT field should have a value of **2000**.

NOTES

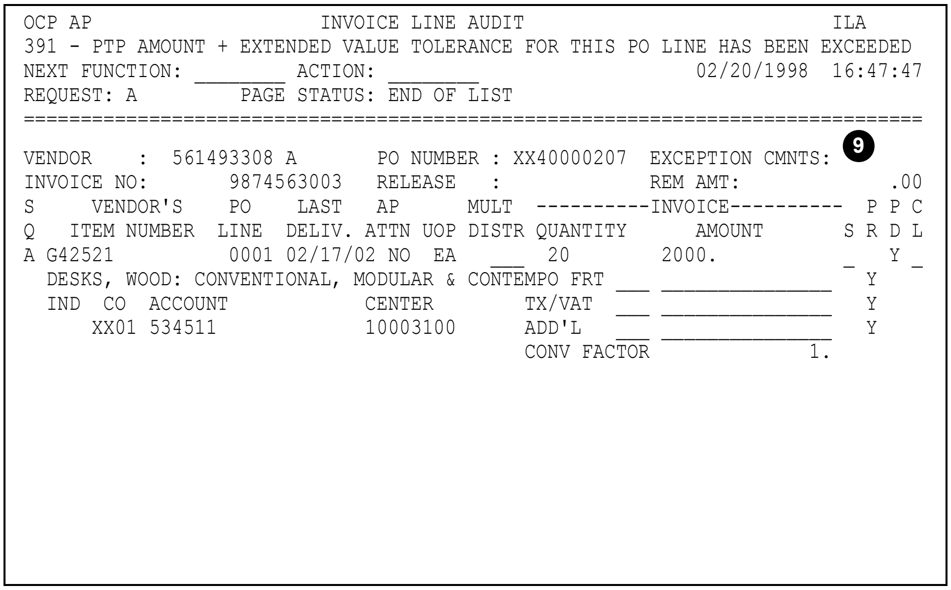


```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: ________ ACTION: ________                   02/20/1998  16:47:47
REQUEST: A         PAGE STATUS: END OF LIST
===============================================================================
VENDOR     :  561493308 A       PO NUMBER : XX40000207  EXCEPTION CMNTS: _
INVOICE NO:       9874563003   RELEASE   :             REM AMT:             .00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT      S R D L
A G42521          0001 02/17/02 NO  EA   ___         20         2000.00 _   Y _
  DESKS, WOOD: CONVENTIONAL, MODULAR & CONTEMPO FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 534511             10003100      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

8. Tag the PO line, if it is not already tagged and press Enter. (Refer to **Procedure 20: Entering Invoice Line Information for Matching Invoices**.)

   The system displays the following error message: **391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED**.



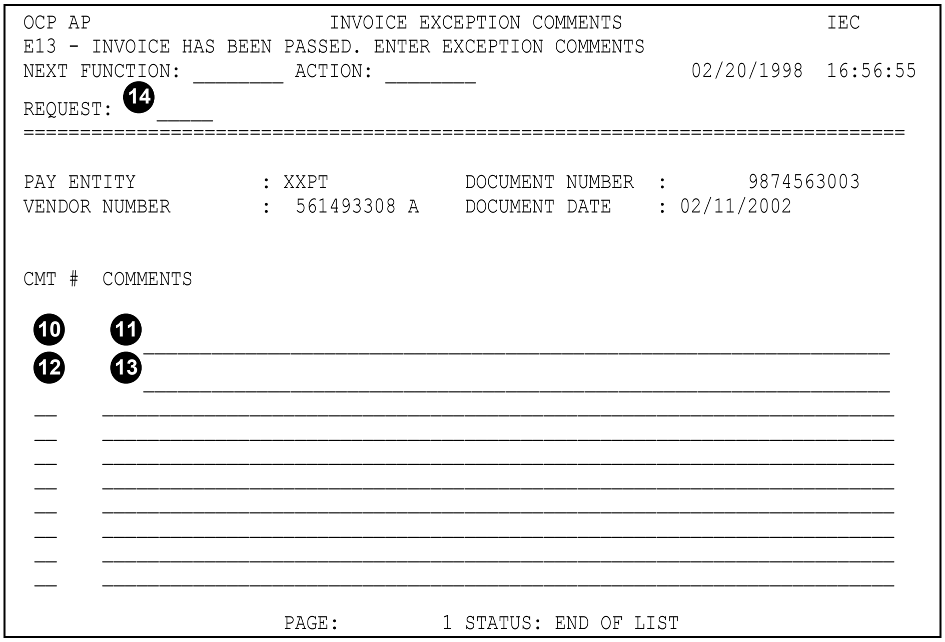
```
OCP AP                    INVOICE LINE AUDIT                           ILA
391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED
NEXT FUNCTION: ________ ACTION: ________                   02/20/1998  16:47:47
REQUEST: A         PAGE STATUS: END OF LIST
===============================================================================

VENDOR     :  561493308 A       PO NUMBER : XX40000207  EXCEPTION CMNTS:
INVOICE NO:       9874563003   RELEASE   :             REM AMT:             .00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT      S R D L
A G42521          0001 02/17/02 NO  EA   ___  20        2000.           _   Y _
  DESKS, WOOD: CONVENTIONAL, MODULAR & CONTEMPO FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 534511             10003100      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

9. Type **C** in the EXCEPTION CMNTS field and press Enter to access the *Invoice Exception Comments (IEC)* screen.

   The message **E13 - INVOICE HAS BEEN PASSED. ENTER EXCEPTION COMMENTS** will appear at the top of the *IEC* screen. This indicates that the invoice has been passed to the buyer.

NOTES



```
OCP AP                     INVOICE EXCEPTION COMMENTS                  IEC
E13 - INVOICE HAS BEEN PASSED. ENTER EXCEPTION COMMENTS
NEXT FUNCTION: ________ ACTION: ________                02/20/1998  16:56:55
REQUEST: _____
==============================================================================

PAY ENTITY          : XXPT            DOCUMENT NUMBER  :       9874563003
VENDOR NUMBER       :  561493308 A    DOCUMENT DATE    : 02/11/2002


CMT #  COMMENTS

          ____________________________________________________________________
          ____________________________________________________________________
 __    _______________________________________________________________________
 __    _______________________________________________________________________
 __    _______________________________________________________________________
 __    _______________________________________________________________________
 __    _______________________________________________________________________
 __    _______________________________________________________________________
 __    _______________________________________________________________________
 __    _______________________________________________________________________

                        PAGE:        1 STATUS: END OF LIST
```

10. Type **01** in the CMT # field.

11. Type **Invoice quantity** = 20 in the COMMENTS field.

12. Type **02** in the CMT # field below line 01.

13. Type **Only 5 received per system** in the COMMENTS field.

14. Type **R** in the REQUEST field and press Enter to go to a blank *IMP* screen.

The buyer can view the invoice you passed from the buyer's *Invoice Work Queue (IWQ)* screen. You can view the invoice from your *Invoice Reapplication Work Queue (IRQ)* screen.

15. Wait for the buyer's instructions regarding further processing of the invoice.

This activity will demonstrate how to apply the buyer's instructions to a quantity-related exception.

NOTES

ACTIVITY: Applying the Buyer's Instructions to an Extended Value Tolerance Exception (Quantity-Related)

SCENARIO

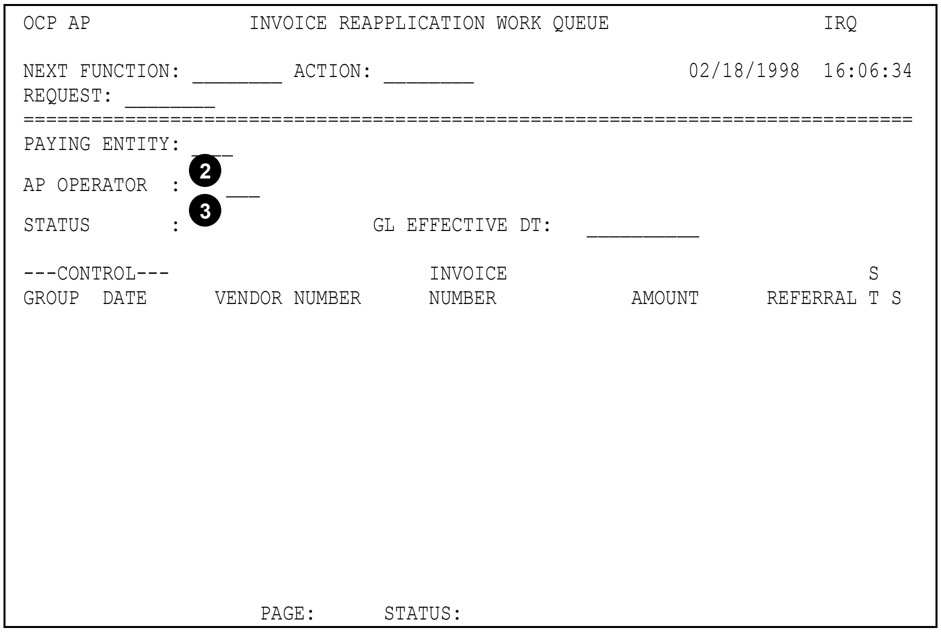
You had an exception on a previous invoice from Mabry Office Equipment, Inc. because the invoice line's quantity exceeded the received quantity. The invoice quantity is ten wood desks, but only four desks have been received and recorded in the system. You passed this invoice to the buyer for resolution of the error.

The buyer has instructed you to issue a debit memo and to pay for goods received only. The vendor number is 561493308 A who is located in Cleveland county which has a county code of 23.

Invoice: Mabry Office Equipment, Inc. PO Box 2427 Shelby, NC 28150		**Invoice Number: 2587533011 Invoice Date: 02/11/2002 Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Wood Desks	**10**	**100.00**	**1000.00**
		Freight:	
PO# XX40000214		**Tax:**	**60.00**
		Total:	**1060.00**

1. Type **IRQ** in the NEXT FUNCTION field and press Enter to access your *Invoice Reapplication Work Queue (IRQ)* screen.

NOTES



```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                  IRQ

NEXT FUNCTION: ________ ACTION: ________                02/18/1998  16:06:34
REQUEST: ________
================================================================================
PAYING ENTITY: ____
                    
AP OPERATOR  :    ___
                    
STATUS       :               GL EFFECTIVE DT:    __________

---CONTROL---                       INVOICE                               S
GROUP  DATE      VENDOR NUMBER      NUMBER            AMOUNT      REFERRAL T S











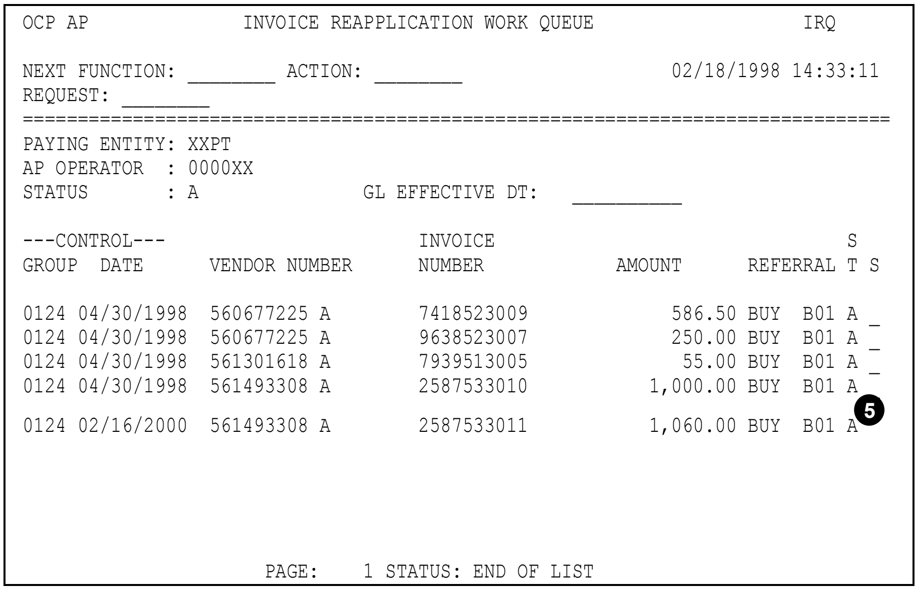




                     PAGE:      STATUS:
```

2. Type **your operator ID (XX)** in the AP OPERATOR field.

3. Type **A** in the STATUS field and press Enter to view a list of the invoices that are *available for accounts payable processing*.



```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                  IRQ

NEXT FUNCTION: ________ ACTION: ________                02/18/1998 14:33:11
REQUEST: ________
==============================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : A               GL EFFECTIVE DT:    __________

---CONTROL---                      INVOICE                              S
GROUP  DATE      VENDOR NUMBER     NUMBER            AMOUNT      REFERRAL T S

0124 04/30/1998  560677225 A       7418523009            586.50 BUY  B01 A _
0124 04/30/1998  560677225 A       9638523007            250.00 BUY  B01 A _
0124 04/30/1998  561301618 A       7939513005             55.00 BUY  B01 A _
0124 04/30/1998  561493308 A       2587533010          1,000.00 BUY  B01 A

0124 02/16/2000  561493308 A       2587533011          1,060.00 BUY  B01 A





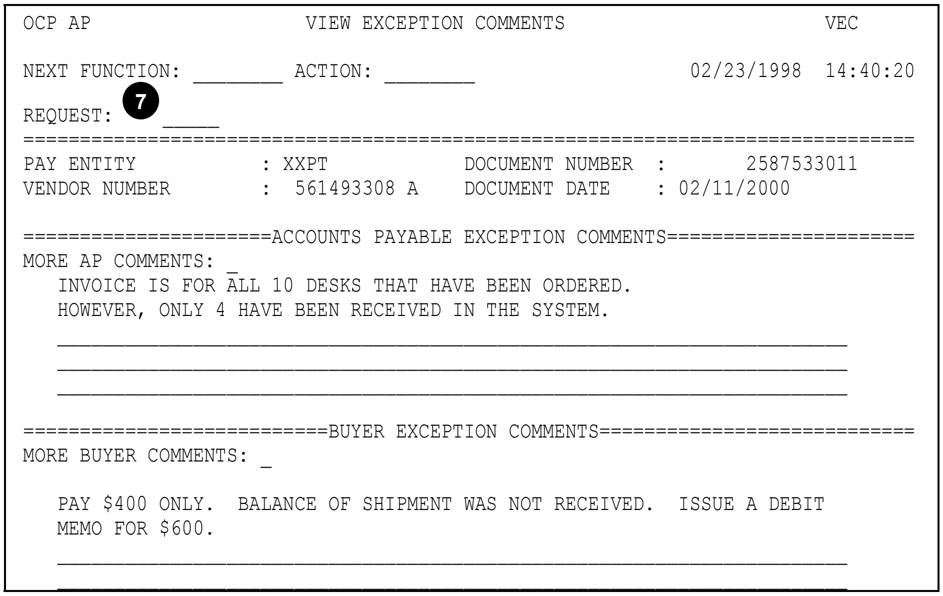

                       PAGE:    1 STATUS: END OF LIST
```

4. Locate invoice number **2587533011**.

5. Type **V** in the S (SELECT) field for invoice number 2587533011.

6. Press Enter to access the *View Exception Comments (VEC)* screen and view the buyer's instructions.

NOTES



```
OCP AP                  VIEW EXCEPTION COMMENTS                       VEC

NEXT FUNCTION: ________ ACTION: ________                  02/23/1998  14:40:20

REQUEST:     _____
==============================================================================
PAY ENTITY           : XXPT            DOCUMENT NUMBER  :       2587533011
VENDOR NUMBER        :  561493308 A    DOCUMENT DATE    : 02/11/2000

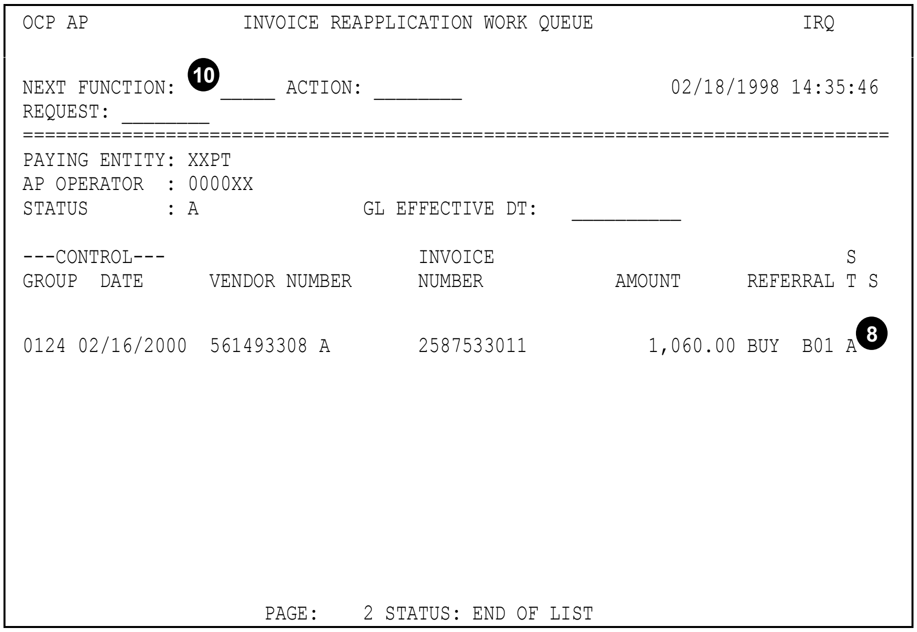
=====================ACCOUNTS PAYABLE EXCEPTION COMMENTS======================
MORE AP COMMENTS: _
   INVOICE IS FOR ALL 10 DESKS THAT HAVE BEEN ORDERED.
   HOWEVER, ONLY 4 HAVE BEEN RECEIVED IN THE SYSTEM.
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

==========================BUYER EXCEPTION COMMENTS===========================
MORE BUYER COMMENTS: _

   PAY $400 ONLY.  BALANCE OF SHIPMENT WAS NOT RECEIVED.  ISSUE A DEBIT
   MEMO FOR $600.
   ______________________________________________________________________
   ______________________________________________________________________
```

The buyer’s instructions indicate that you should only pay for the goods that have actually been received and to issue a debit memo for the goods that were not received. In other words, you need to make a payment to the vendor for $424.00. To make this payment, you must first delete the invoice as is (that is, pay $1,060.00) and then pay issue a debit memo for $636.00 which is the difference between the invoice and the goods received ($1,060.00 - $424.00).

7. Type **BACK** in the REQUEST field and press Enter to return to the *IRQ* screen.



```
OCP AP             INVOICE REAPPLICATION WORK QUEUE                  IRQ

NEXT FUNCTION:    _____ ACTION: ________                    02/18/1998 14:35:46
REQUEST: ________
==============================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : A              GL EFFECTIVE DT:   __________

---CONTROL---                INVOICE                                   S
GROUP  DATE      VENDOR NUMBER      NUMBER           AMOUNT      REFERRAL T S

0124 02/16/2000  561493308 A        2587533011          1,060.00 BUY   B01 A








                      PAGE:    2 STATUS: END OF LIST
```

8. Type **F** in the S (SELECT) field to *force pay* the invoice.

NOTES

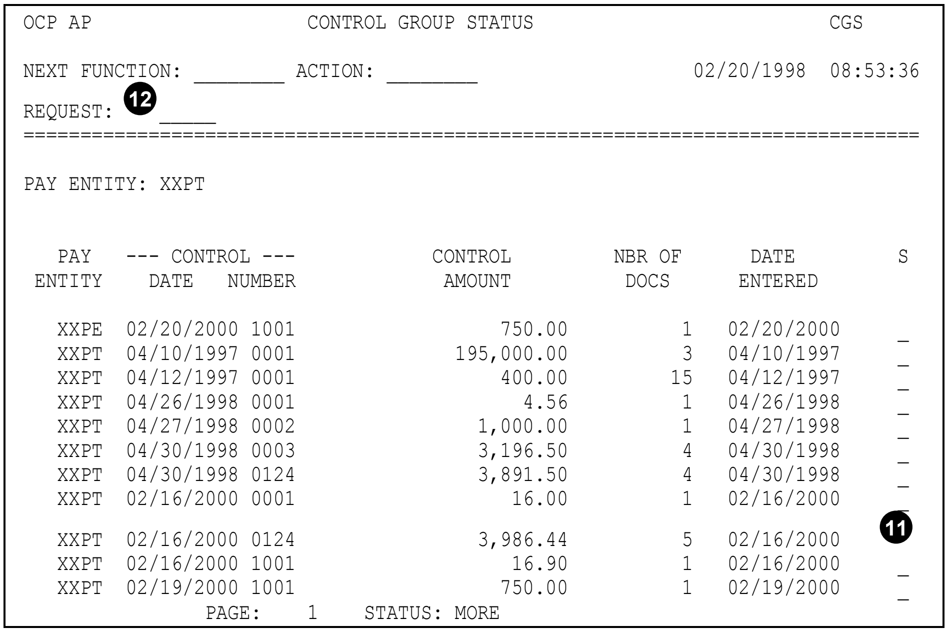
9. Press Enter to process the invoice.

Note that the invoice disappears from the *IRQ* screen.

> Invoice 2587533011 is now eligible for a payment of $1,060.00. To ensure a payment of $424.00, it is important to issue a debit memo within the same payment cycle as the invoice.
>
> To ensure that the invoice and the debit memo are in the same payment cycle, issue the debit memo at the same time that you finish processing the invoice.

10. Type **CGS** in the NEXT FUNCTION field and press Enter to access *the Control Group Status (CGS)* screen.

🗁 You cannot access control group 124 from the **practice** region. To access control group 124 in the practice region, type **CGR** in the NEXT FUNCTION field and press Enter to access the *Control Group Review (CGR)* screen. Continue with step 11.



```
OCP AP                  CONTROL GROUP STATUS                         CGS

NEXT FUNCTION: ________ ACTION: ________                02/20/1998  08:53:36
REQUEST:    _____
================================================================================

PAY ENTITY: XXPT


   PAY   --- CONTROL ---            CONTROL          NBR OF      DATE         S
 ENTITY    DATE   NUMBER             AMOUNT           DOCS      ENTERED

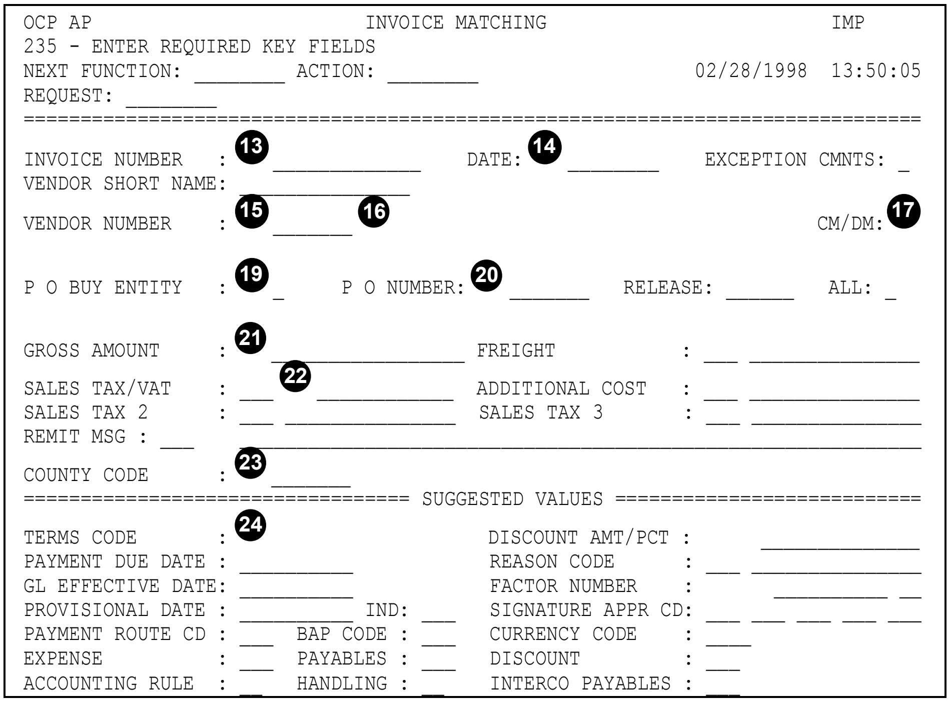
   XXPE  02/20/2000 1001              750.00            1   02/20/2000     _
   XXPT  04/10/1997 0001          195,000.00            3   04/10/1997     _
   XXPT  04/12/1997 0001              400.00           15   04/12/1997     _
   XXPT  04/26/1998 0001                4.56            1   04/26/1998     _
   XXPT  04/27/1998 0002            1,000.00            1   04/27/1998     _
   XXPT  04/30/1998 0003            3,196.50            4   04/30/1998     _
   XXPT  04/30/1998 0124            3,891.50            4   04/30/1998     _
   XXPT  02/16/2000 0001               16.00            1   02/16/2000     _

   XXPT  02/16/2000 0124            3,986.44            5   02/16/2000
   XXPT  02/16/2000 1001               16.90            1   02/16/2000     _
   XXPT  02/19/2000 1001              750.00            1   02/19/2000     _
                 PAGE:    1    STATUS: MORE
```

11. Type **S** in the SELECT field for control group 124.

12. Type **4** in the REQUEST field and press Enter to access a blank *IMP* screen in control group 124.

NOTES



```
OCP AP                        INVOICE MATCHING                         IMP
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                02/28/1998  13:50:05
REQUEST: ________
================================================================================

INVOICE NUMBER   :   _____________      DATE:   ________    EXCEPTION CMNTS: _
VENDOR SHORT NAME: _______________
VENDOR NUMBER    :   _______                                         CM/DM:

P O BUY ENTITY   :   _     P O NUMBER:   _______    RELEASE: ______    ALL: _

GROSS AMOUNT     :   _________________ FREIGHT           : ___ _______________
SALES TAX/VAT    : ___   ____________  ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3       : ___ _______________
REMIT MSG : ___  _____________________________________________________________
COUNTY CODE      :   _______
================================= SUGGESTED VALUES =========================

TERMS CODE       :                      DISCOUNT AMT/PCT :      ______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :        __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : ___  CURRENCY CODE    : ____
EXPENSE          : ___  PAYABLES : ___  DISCOUNT         : ___
ACCOUNTING RULE  : __   HANDLING : __   INTERCO PAYABLES : ___
```

> Remember that a debit memo is entered on the *Invoice Matching (IMP)* screen. You must type in the header information for a debit memo just as you would for the corresponding invoice except for typing **D** in the CM/DM field.

13. Type the **debit memo number (2587533011DM)** in the INVOICE NUMBER field.

    Use your agency's standard for numbering debit memos.

14. Type **021102** in the DATE field.

15. Type **561493308** in the first blank of the VENDOR NUMBER field.

16. Type **A** in the second blank of the VENDOR NUMBER field.

17. Type **D** in the CM/DM field to indicate that you are entering a *debit* memo.

18. Press Enter to process the information and to return the vendor name and address to the *IMP* screen.

19. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.

20. Type **XX40000214** in the PO NUMBER field and press Enter to process the entered information.

NOTES

21. Type **636.00** in the GROSS AMOUNT field.

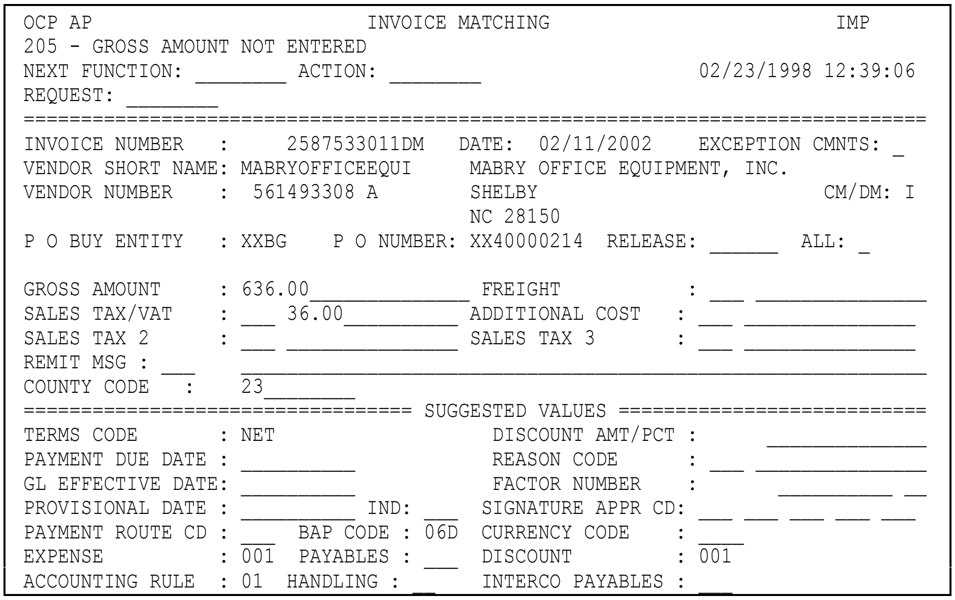
    Type the value of the debit memo as a positive number (and *not* as a negative number) because the system automatically subtracts debit/credit memo values from an invoice. Note that if you type in a negative value, the system will reverse the sign on the debit memo value and *add* it to the invoice instead of subtracting it.

22. Type **36.00** in the second blank space in the SALES TAX/VAT field to identity the tax amount to be posted to the General Ledger for the entire invoice.

23. Type **23** in the COUNTY CODE field for Cleveland county. Shelby is located in Cleveland county.

24. Verify that **NET** is displayed in the TERMS CODE field.

    Your *IMP* screen should look like the following screen:



```
OCP AP                        INVOICE MATCHING                         IMP
205 - GROSS AMOUNT NOT ENTERED
NEXT FUNCTION: ________ ACTION: ________                   02/23/1998 12:39:06
REQUEST: ________
===============================================================================
INVOICE NUMBER   :     2587533011DM   DATE:  02/11/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: MABRYOFFICEEQUI     MABRY OFFICE EQUIPMENT, INC.
VENDOR NUMBER    :  561493308 A        SHELBY                        CM/DM: I
                                       NC 28150
P O BUY ENTITY   : XXBG    P O NUMBER: XX40000214  RELEASE: ______  ALL: _

GROSS AMOUNT     : 636.00______________ FREIGHT           : ___ _______________
SALES TAX/VAT    : ___ 36.00__________ ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________ SALES TAX 3       : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    23________
================================== SUGGESTED VALUES ===========================
TERMS CODE       : NET                  DISCOUNT AMT/PCT :       ______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :        __________ __
PROVISIONAL DATE : __________ IND: ___ SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : 06D  CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01  HANDLING : __    INTERCO PAYABLES : ___
```

25. Press Enter to process the invoice header information and to access the *Invoice Line Audit (ILA)* screen. The *ILA* screen displays purchase order lines that are eligible to be matched with a debit memo.

26. Verify that the unit of measure **(EA)** shown in the UOP field is the same as the unit of measure used on the debit memo. Change the unit of measure if there are any discrepancies.

> Remember that if the debit memo reflects a **quantity and dollar adjustment** (as is the case in this scenario), you must type the quantity of returned goods in the QUANTITY field and the value of the dollar adjustment in the AMOUNT field.

NOTES

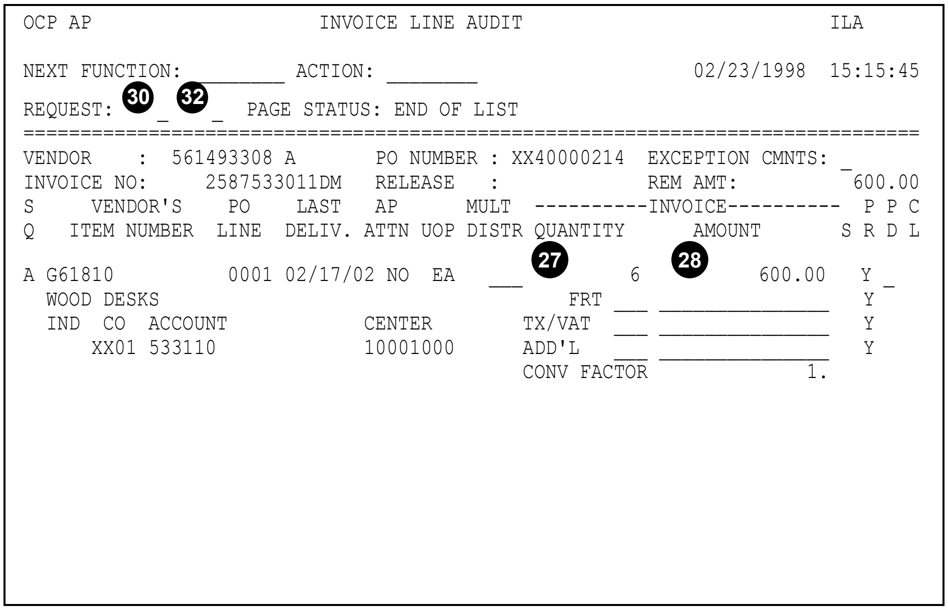
27. Type **6** in the QUANTITY field to indicate the quantity of goods not received.

28. Type **600.00** in the AMOUNT field.

   Again, you do not need to type a negative value in the AMOUNT field. The system automatically reads debit/credit values as negative.

29. Verify the accounting distribution that appears in the CO, ACCOUNT and CENTER fields. Change the accounting distribution if it is incorrect.

Before you balance the invoice, your *ILA* screen should look as follows:



```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: ________ ACTION: ________                   02/23/1998  15:15:45
REQUEST:    _    _  PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  561493308 A       PO NUMBER : XX40000214  EXCEPTION CMNTS: _
INVOICE NO:     2587533011DM   RELEASE   :             REM AMT:          600.00
S     VENDOR'S    PO    LAST   AP     MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L

A G61810          0001 02/17/02 NO  EA   ___          6          600.00   Y _
  WOOD DESKS                                    FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 533110             10001000      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

30. Type **A** in the REQUEST field to identify line 0001.

31. Press Enter to tag the PO line.

32. Type **N** or **NEXT** in the REQUEST field and press Enter to complete this debit memo entry and to access a blank *IMP* screen.

You have now paid for only the four desks that have been received and you have issued a debit memo for the six desks that have not been received.

The preceding two activities demonstrated how an AP clerk might process an invoice with a quantity-related invoice line exception.

NOTES

A quantity related exception occurs when the quantity on the invoice line does not match the information on the PO line. When a quantity exception occurs, the AP clerk must pass the invoice to the buyer for resolution of the exception.

A quantity-related exception occurs as a result of the receipt payment basis control. This control allows the AP clerk to only pay for those goods that have been received and, therefore, prevents the state from overpaying or underpaying for PO lines.

In the preceding activity, the buyer reviewed the exception and required the AP clerk to do the following:

- Pay for goods received only
- Issue a debit memo against the invoice

Obtaining Signature Verification

Entering Matching Invoices | Applying Key Matching Concepts | Processing Invoice Exceptions | **Obtaining Signature Verification** | Converting Units of Measure | Adjusting Payments | Manually Closing PO Lines

Overview

Most North Carolina state agencies will use the signature payment basis for invoices involving services. The signature payment basis for an invoice requires signature approval of the requester before an invoice can be paid. Once signature approval has been obtained, certifying that services have been received, payment can be made for up to the full quantity of services ordered.

This section describes how to process a signature basis invoice.

Processing a Signature Basis Invoice

After the AP clerk has matched the invoice header and invoice line information, the NCAS will indicate whether the invoice needs signature approval from the requester.

If no exceptions occur during invoice processing, the NCAS will display the following message on the *Invoice Line Audit (ILA)* screen when the AP clerk balances (“nexts”) the invoice: **INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS.**

If an exception occurs during invoice processing, it must be resolved as described in the *Processing Invoice Exceptions* section of this course. After the exception has been resolved, the system will indicate that the AP clerk needs to obtain signature verification for the invoice.

- If the AP clerk enters **P** (*pay-as-is*) or **F** *(force pay)* in the S (SELECT) field to release an invoice from the *Invoice Reapplication Work Queue (IRQ)*, the ST (STATUS) field on the *IRQ* screen changes from **A** (*available for accounts payable processing)* to **S** (*pending signature verification*).

- If the AP clerk enters **S** (*additional processing*) in the S (SELECT) field to reapply an invoice from the *IRQ*, the *ILA* screen appears. The AP clerk must make the changes the buyer has requested.

  When he or she balances (“nexts”) the invoice again, the system displays the following message: **INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS**.

NOTES

Responding to the Signature Payment Basis Message

If the *ILA* screen displays the message that signature verification is necessary to pay an invoice, the AP clerk must type **PASS** in the REQUEST field to pass the invoice to the *Invoice Reapplication Queue (IRQ)*. The invoice will retain an **S** (*pending signature verification*) status until the requester's signature verification is obtained.

On the *IRQ* screen, if the status of an invoice changes from **A** to **S**, the AP clerk must hold the invoice in the *IRQ* until signature verification is obtained.

Obtaining Signature Verification

Your agency may use either one of the following two methods for obtaining signature verification from a requester:

- **Signed Invoice**

  Your agency may require that a copy of an invoice be sent to a requester for his or her signature authorization before the invoice is paid. Once the AP clerk receives the signed invoice copy from the requester, then he or she can release the invoice from the *Invoice Reapplication Work Queue (IRQ)*.

- **Matching Invoice Verification Report**

  Your agency may choose to use the *Matching Invoice Verification Report* that is created in the system for every matched invoice that has been passed for signature approval.

> The *Matching Invoice Verification Report* is located in Systemware in report group MM122-9. The report ID is AP-A0006. This report is directed to the requester if the purchase order was created from a requisition in the system. If the purchase order did not originate from a requisition, this report will be addressed to the buyer.

The *Matching Invoice Verification Report* is sent to the requester for his or her comments and signature. Once the report has been signed, it is sent to the AP clerk. The AP clerk then uses the instructions on the *Matching Invoice Verification Report* to finish processing the invoice.

Releasing a Signature Basis Invoice

NOTES

After the AP clerk has received signature verification for an invoice, he or she must use one of two options in the ST (STATUS) field to release the invoice from the *IRQ*:

- **P** for *pay-as-is*, if the requester had no further changes for the invoice
- **S** for *additional processing*, if the requester had additional changes for the invoice. After making the changes, the AP clerk balances (or "nexts") the invoice.

Once the invoice has been released, it no longer appears on the *IRQ* screen. The system has accepted the signature basis invoice for payment.

> Retain copies of the *Matching Invoice Verification Report* or the signed invoice. These documents will provide proof that payment was authorized. You will need these documents when you are audited.

WALKTHROUGH: Processing a Signature Basis Invoice

> ***SCENARIO***
>
> You have received an invoice from IBM Corporation for the repair of computers. This invoice is for services and, therefore, the signature payment basis applies to this invoice.
>
> The vendor number is 130871985 F.
>
> Process the invoice header and line information and then pass the invoice to your *Invoice Reapplication Work Queue (IRQ)*. After you receive the requester's signature, finish processing the invoice.

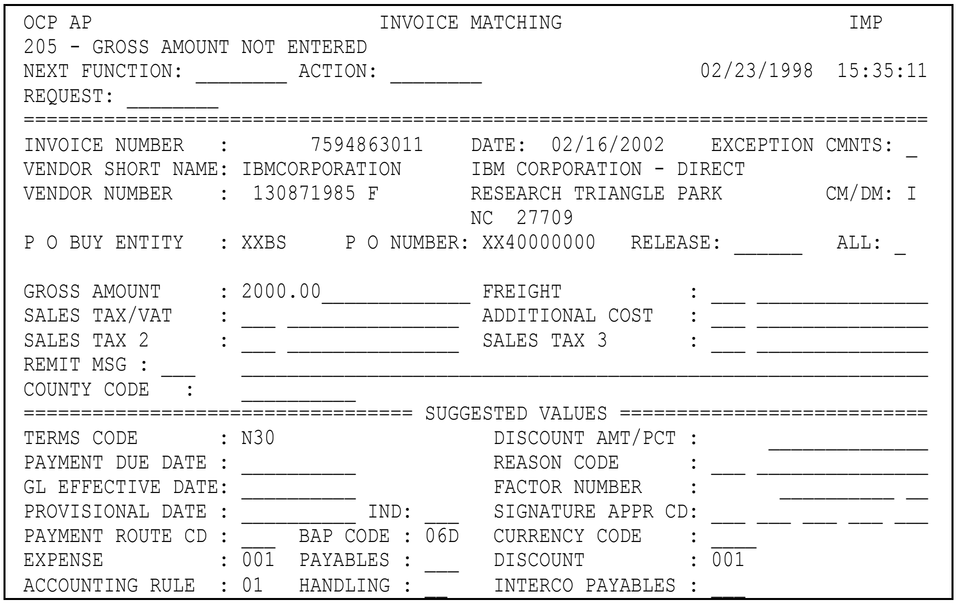
Invoice: IBM Corporation DRM, Department W7CA Research Triangle Park, NC 27709		**Invoice Number: 7594863011 Invoice Date: 02/16/2002 Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Computer Repairs	**1**	**2000.00**	**2000.00**
PO# XX40000000		**Freight: Tax: Total:**	**2000.00**

NOTES

1. Enter the **invoice header information** on the *IMP* screen in control group 124. (Refer to **Procedure 19: Entering Invoice Header Information**.)

   🗁 Note that the buying entity for the purchase of services is **XXBS**.

   Your *IMP* screen should look as follows:



```
OCP AP                         INVOICE MATCHING                         IMP
205 - GROSS AMOUNT NOT ENTERED
NEXT FUNCTION: ________ ACTION: ________                   02/23/1998  15:35:11
REQUEST: ________
===============================================================================
INVOICE NUMBER   :       7594863011    DATE:  02/16/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: IBMCORPORATION      IBM CORPORATION - DIRECT
VENDOR NUMBER    :  130871985 F        RESEARCH TRIANGLE PARK        CM/DM: I
                                       NC  27709
P O BUY ENTITY   : XXBS     P O NUMBER: XX40000000   RELEASE: ______   ALL: _

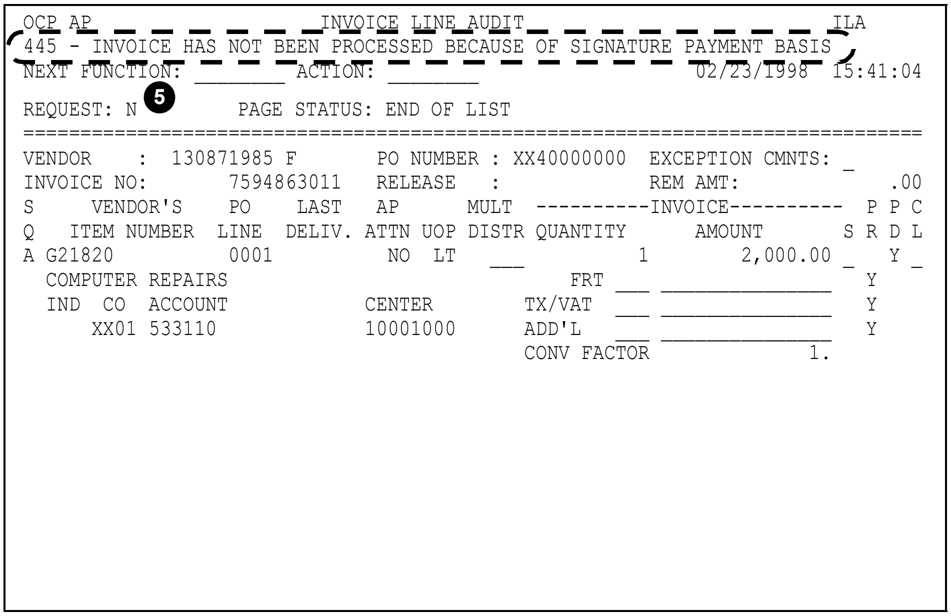
GROSS AMOUNT     : 2000.00_____________ FREIGHT           : ___ _______________
SALES TAX/VAT    : ___ _______________  ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3       : ___ _______________
REMIT MSG : ___    ____________________________________________________________
COUNTY CODE   :    __________
================================== SUGGESTED VALUES ===========================
TERMS CODE       : N30                   DISCOUNT AMT/PCT :      ______________
PAYMENT DUE DATE : __________            REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________            FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___   SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : 06D   CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___   DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __    INTERCO PAYABLES : ___
```

2. Press Enter to access the *ILA* screen.

3. Identify and tag the appropriate PO line for the amount of the invoice. (Refer to **Procedure 20: Entering Invoice Line Information**.)

4. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the invoice.

NOTES



```
OCP AP                    INVOICE LINE AUDIT                           ILA
445 - INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS
NEXT FUNCTION: ________ ACTION: ________                   02/23/1998  15:41:04

REQUEST: N         PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  130871985 F       PO NUMBER : XX40000000  EXCEPTION CMNTS: _
INVOICE NO:       7594863011   RELEASE   :             REM AMT:             .00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A G21820          0001          NO  LT   ___          1        2,000.00 _   Y _
  COMPUTER REPAIRS                              FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 533110             10001000      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

The system displays the following message: **445 - INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS**.

5. Type **PASS** in the REQUEST field and press Enter to *pass* the invoice to your *Invoice Reapplication Work Queue (IRQ)*.

6. Wait until you receive the *Matching Invoice Verification Report* or a signed invoice indicating that you have the required signature approval to pay the invoice for this transaction.

> If your agency requires a signed invoice as proof of authorization, send a copy of the invoice to the requester for his or her signature.
>
> If your agency uses the *Matching Invoice Verification Report*, your agency will have a policy for distributing the report to the requesters.

REPORT ID : AP-0006
TO : TRAINING REQUISITIONER
SUBJECT : MATCHING INVOICE VERIFICATION
AS OF : 02/19/2002

PAY ENTITY : XXBS
OPERATOR : 0000XX

PAGE : 1
CONTROL GROUP: 124
CONTROL DATE: 02/19/2002
INVOICE NUMBER : 7594863011

THE FOLLOWING INVOICE CONTAINS ITEMS THAT WILL BE CHARGED TO YOUR REQUISITION COST CENTER.
PLEASE CONFIRM THE CHARGE IN THE SPACE PROVIDED AND RETURN TO THE ACCOUNTS PAYABLE DEPARTMENT.

INVOICE GENERAL INFORMATION

DATE : 02/16/2002
DUE DATE: 03/16/2002
BILLING VENDOR: IBM CORPORATION RTP, NC
BUYER: TRAINING BUYER

PO REFERENCE : XX90002234
0001

GROSS INV AMOUNT :	2000.00
TAX/VAT:	.00
FREIGHT :	.00
ADDITIONAL COST :	.00

INVOICE DETAIL INFORMATION

LINE	CO	ACCOUNT	CENTER	VENDOR ITEM DESCRIPTION	INVOICE QUANTITY	UOM	AMOUNT
1	XX01	534511	10003100	COMPUTER REPAIRS	1	EA	2000.00

APPROVAL DISPOSITION

HOLD PENDING ACTION : ________ WHEN ? ________ TYPE ? ________

PAY AS INVOICED : : X DATE SERVICE/GOODS RECEIVED : 02/01 - 02/10/2002

NOTES : ________

DEDUCT (AMOUNT) : ________ EXPLAIN : ________

SIGNATURE AUTHORIZES CHARGES AS SHOWN ABOVE

SIGNED R. C. Smith

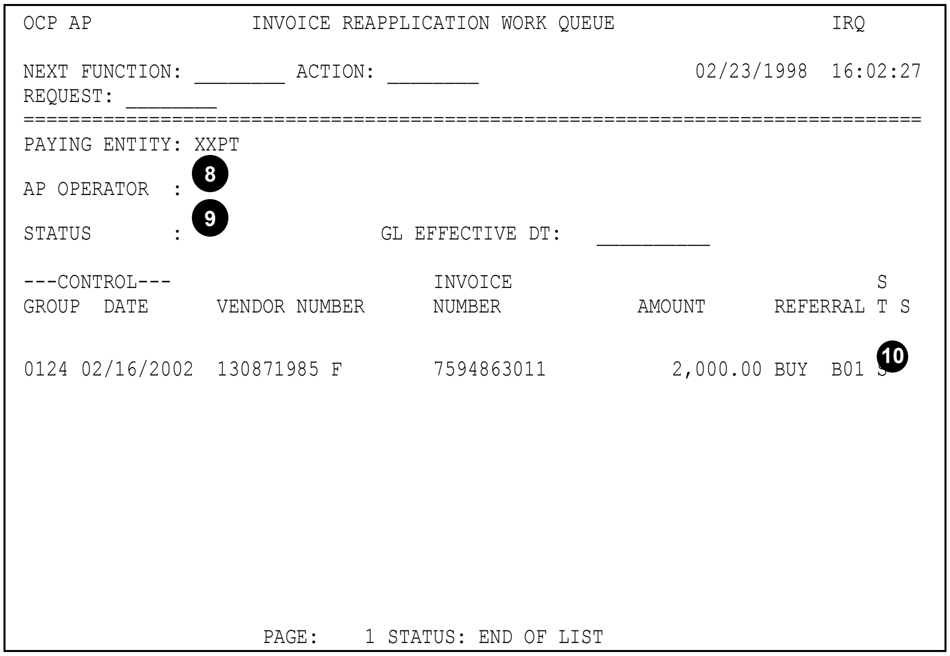
TITLE Training Requisitioner

DATE 02/19/02

NOTES

You have received signature approval from the requester, authorizing payment for this invoice. The requester does not require you to make any changes to the invoice. In other words, you should pay the invoice as is.

7. Type **IRQ** in the NEXT FUNCTION field and press Enter to access your *Invoice Reapplication Work Queue (IRQ)* screen.
8. Type **your operator ID (XX)** in the AP OPERATOR field.
9. Type **S** in the STATUS field and press Enter to access a list of invoices *pending signature verification*.



```
OCP AP             INVOICE REAPPLICATION WORK QUEUE                  IRQ

NEXT FUNCTION: ________ ACTION: ________                 02/23/1998  16:02:27
REQUEST: ________
===============================================================================
PAYING ENTITY: XXPT

AP OPERATOR  :

STATUS       :                 GL EFFECTIVE DT:   __________

---CONTROL---                    INVOICE                                   S
GROUP  DATE      VENDOR NUMBER      NUMBER           AMOUNT      REFERRAL T S

0124 02/16/2002  130871985 F        7594863011          2,000.00 BUY  B01 S








                    PAGE:    1 STATUS: END OF LIST
```

10. Type **P** in the S field to *pay the invoice as is* and press Enter.

    The invoice disappears from the *IRQ* screen. The message **501 – NO INVOICES FOUND FOR THE COMBINATION SELECTED** is displayed indicating that the system has accepted the invoice for payment.

NOTES

Remember that, on the *IRQ* screen, you can process an invoice with an **S** (*pending signature verification*) status in the same way that you process an invoice with an **A** (*available for accounts payable processing*) status.
In other words, a requester will not always provide signature approval with a **P** (*pay as is*) instruction. The requester may require you to make changes to an invoice before paying it. You may be asked to make a partial payment (issue a debit memo or wait for the vendor's credit memo) or you may be asked to make changes such as deleting taxes from an invoice. From the *IRQ* screen, process these instructions just as you would process the scenarios in the *Processing Exceptions* section of this course. After you have made these changes, process the invoice for signature basis as described in the *Obtaining Signature Verification* section.

In this walkthrough, you processed an invoice with a signature payment basis. You used the *Matching Invoice Verification Report* to verify the required signature.

Converting Units of Measure

Entering Matching Invoices | Applying Key Matching Concepts | Processing Invoice Exceptions | Obtaining Signature Verification | **Converting Units of Measure** | Adjusting Payments | Manually Closing PO Lines

Units of Measure

Quantities of purchased goods and services are measured in standard **units of measure (UOM)**. Examples of units of measure are as follows:

Each	An individual item, such as one desk
Dozen	An item measured in groups of 12, such as a dozen pencils

The AP clerk will encounter two types of units of measure when paying invoices: the unit of purchase and the unit of invoice.

Units of Purchase

The **unit of purchase (UOP)** is the unit of measure used by a buyer to order an item. Examples of units of purchase are as follows:

- A buyer at one agency orders 48 desk calendars.

  The UOP for this transaction is each.

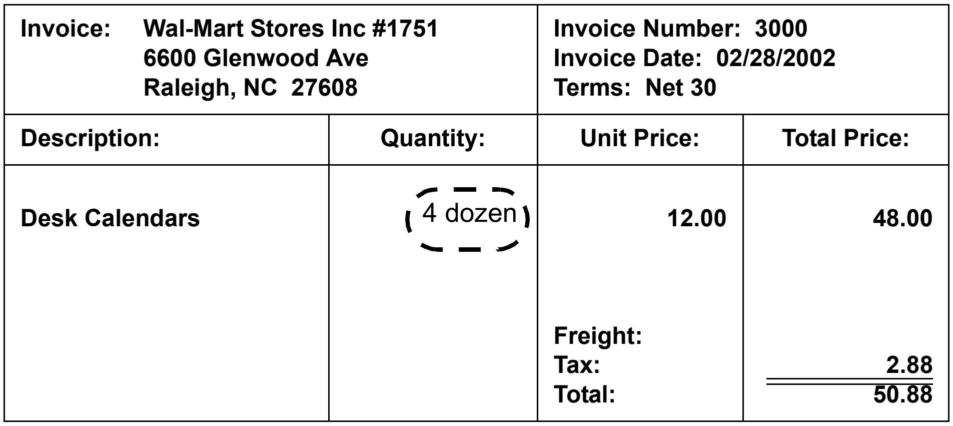
- Another agency's buyer may have placed the same order in terms of four dozen calendars.

  Although this agency has also ordered 48 desk calendars, the UOP for this transaction is dozen.

Units of Invoice

The **unit of invoice** (UOI) is the unit of measure used by the vendor to invoice an item.

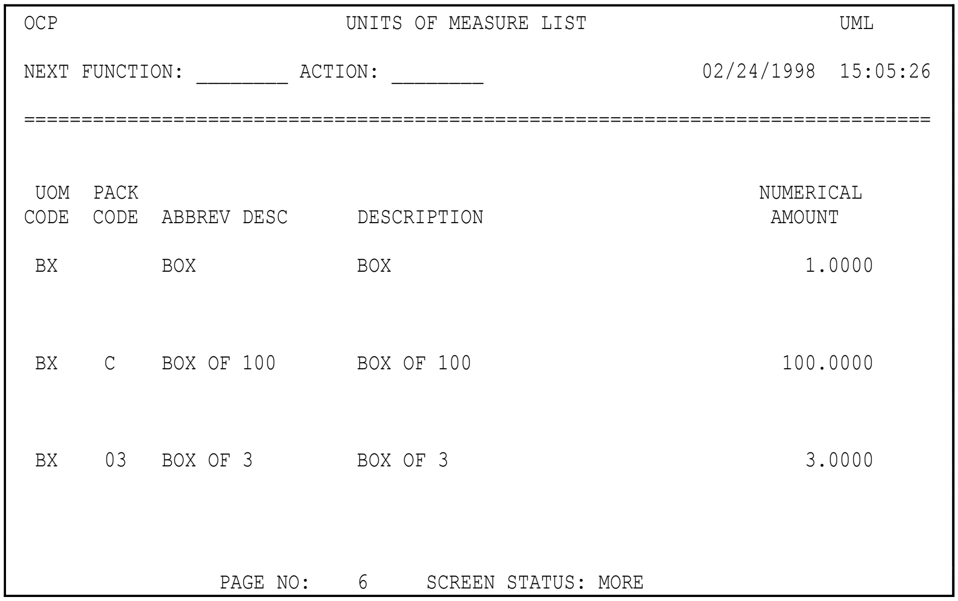
For example, the UOI for the following invoice is dozen.



Invoice: Wal-Mart Stores Inc #1751 **6600 Glenwood Ave** **Raleigh, NC 27608**		**Invoice Number: 3000** **Invoice Date: 02/28/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Desk Calendars	4 dozen	**12.00**	**48.00**
		Freight: **Tax:** **Total:**	 **2.88** **50.88**

Units of Measure List Inquiry Screen

The *Unit of Measure List Inquiry (UML)* screen lists descriptions, codes and numerical amounts assigned to different units of measure defined in the system.



```
OCP                          UNITS OF MEASURE LIST                      UML

NEXT FUNCTION: ________ ACTION: ________                 02/24/1998  15:05:26

===============================================================================


 UOM  PACK                                                         NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                            AMOUNT

 BX         BOX              BOX                                      1.0000



 BX    C    BOX OF 100       BOX OF 100                             100.0000

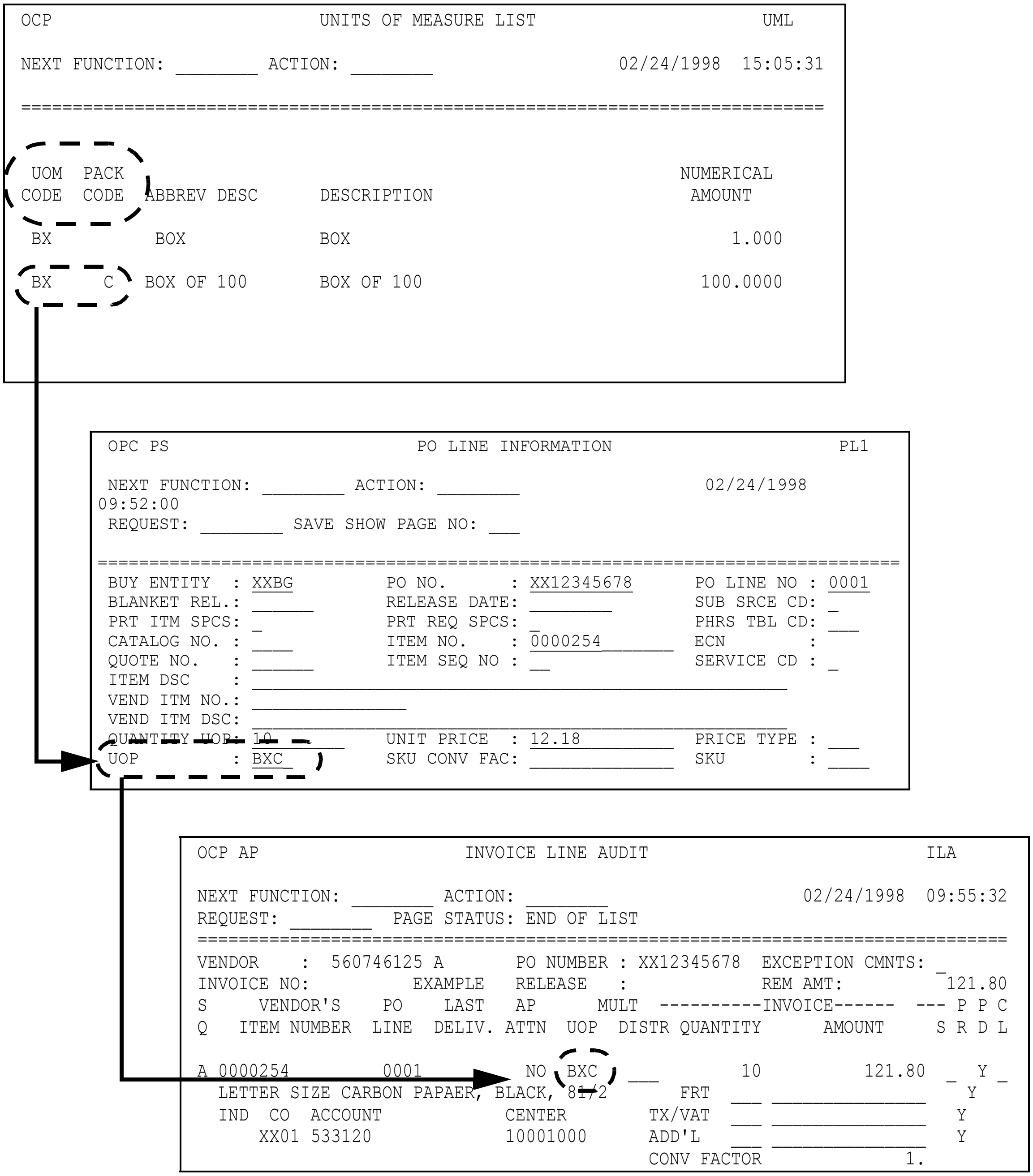


 BX    03   BOX OF 3         BOX OF 3                                 3.0000




                 PAGE NO:    6     SCREEN STATUS: MORE
```

The buyer uses the *UML* screen to locate the UOM CODE and the PACK CODE for a particular unit of measure. The buyer enters this combination on the purchase order (*PO Line Information* or *PL1* screen). This value defaults to the UOP field on the *ILA* screen. The UOM CODE and the PACK CODE from the *UML* screen together form the value for the UOP field on the *ILA* screen.



```
OCP                          UNITS OF MEASURE LIST                        UML

NEXT FUNCTION: ________ ACTION: ________                  02/24/1998  15:05:31

===============================================================================

 UOM  PACK                                                    NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                        AMOUNT

 BX         BOX              BOX                                    1.000

 BX     C   BOX OF 100       BOX OF 100                           100.0000
```

```
 OPC PS                        PO LINE INFORMATION                         PL1

 NEXT FUNCTION: ________ ACTION: ________                  02/24/1998
09:52:00
 REQUEST: ________ SAVE SHOW PAGE NO: ___

==============================================================================
 BUY ENTITY  : XXBG        PO NO.      : XX12345678      PO LINE NO : 0001
 BLANKET REL.: ______      RELEASE DATE: ________        SUB SRCE CD: _
 PRT ITM SPCS: _           PRT REQ SPCS: _               PHRS TBL CD: ___
 CATALOG NO. : ____        ITEM NO.    : 0000254_______  ECN        :
 QUOTE NO.   : ______      ITEM SEQ NO : __              SERVICE CD : _
 ITEM DSC    : ____________________________________________________
 VEND ITM NO.: _______________
 VEND ITM DSC: ____________________________________________________
 QUANTITY UOP: 10_______   UNIT PRICE  : 12.18_________  PRICE TYPE : ___
 UOP         : BXC_        SKU CONV FAC: ______________  SKU        : ____
```

```
OCP AP                    INVOICE LINE AUDIT                            ILA

NEXT FUNCTION: ________ ACTION: ________                02/24/1998  09:55:32
REQUEST: ________  PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  560746125 A       PO NUMBER : XX12345678  EXCEPTION CMNTS: _
INVOICE NO:           EXAMPLE   RELEASE   :             REM AMT:         121.80
S     VENDOR'S    PO     LAST   AP      MULT  ----------INVOICE------  --- P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN  UOP  DISTR QUANTITY       AMOUNT     S R D L

A 0000254        0001           NO  BXC  ___      10          121.80    _  Y _
  LETTER SIZE CARBON PAPAER, BLACK, 81/2      FRT   ___ _______________    Y
  IND  CO  ACCOUNT             CENTER       TX/VAT  ___ _______________   Y
      XX01 533120              10001000     ADD'L   ___ _______________   Y
                                            CONV FACTOR               1.
```

For example, if the unit of purchase for a transaction was a box of 100, then the value in the UOP field on the *ILA* screen would be **BXC**. However, if the unit of purchase for a transaction was a box, then the value in the UOP field on the *ILA* screen would be **BX**.

NOTES

Converting the UOP to the UOI

Ideally, the unit of measure used by the buyer (UOP) and the vendor (UOI) should be the same. However, in some instances, the UOP and the UOI may differ. For example, the buyer may have ordered 48 desk calendars (UOP: each), but the vendor may invoice for four dozen calendars (UOI: dozen).

When the UOP and the UOI are not the same, the AP clerk must convert the UOP to the UOI. In the NCAS, a conversion factor is used to convert the UOP to the UOI. The **conversion factor** is defined as the number of UOPs in one UOI. In the desk calendar example, the conversion factor is 12 because there are 12 eaches in one dozen.

The conversion factor can be calculated *either* electronically *or* manually.

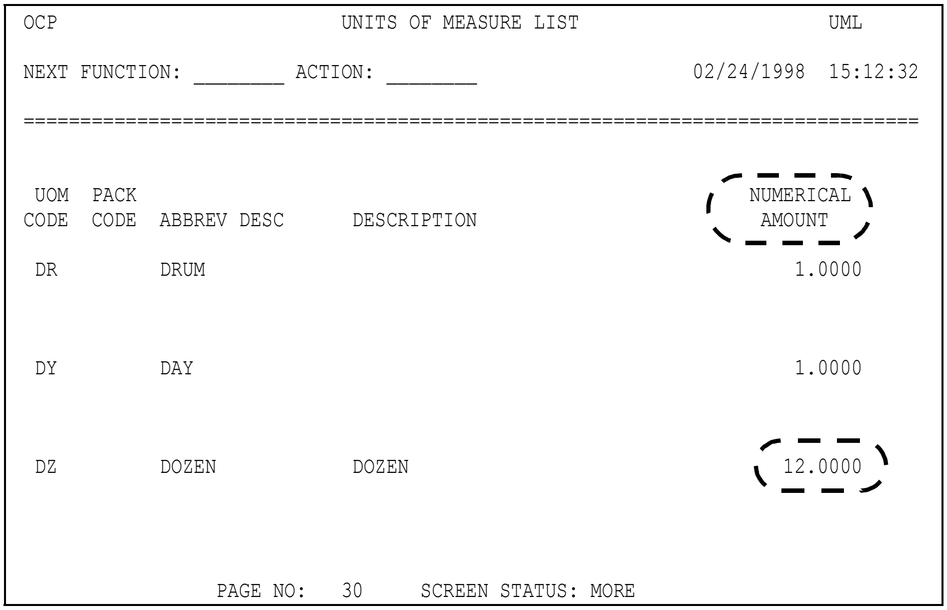
Electronically Converting the UOP to the UOI

System-Calculated Conversion Factor

The system uses the NUMERICAL AMOUNT field from the *UML* screen to calculate the conversion factor. The conversion factor equals the numerical amount of the UOI divided by the numerical amount of the UOP. The system-calculated conversion factor is represented in the following formula:

$$\textbf{Conversion Factor (System)} = \frac{\textbf{NUMERICAL AMOUNT of UOI}}{\textbf{NUMERICAL AMOUNT of UOP}}$$

For example, the NUMERICAL AMOUNT for dozen is 12 on the *UML* screen.



```
OCP                        UNITS OF MEASURE LIST                    UML

NEXT FUNCTION: ________ ACTION: ________              02/24/1998  15:12:32

===============================================================================


 UOM  PACK                                                      NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                          AMOUNT

 DR         DRUM                                                    1.0000



 DY         DAY                                                     1.0000

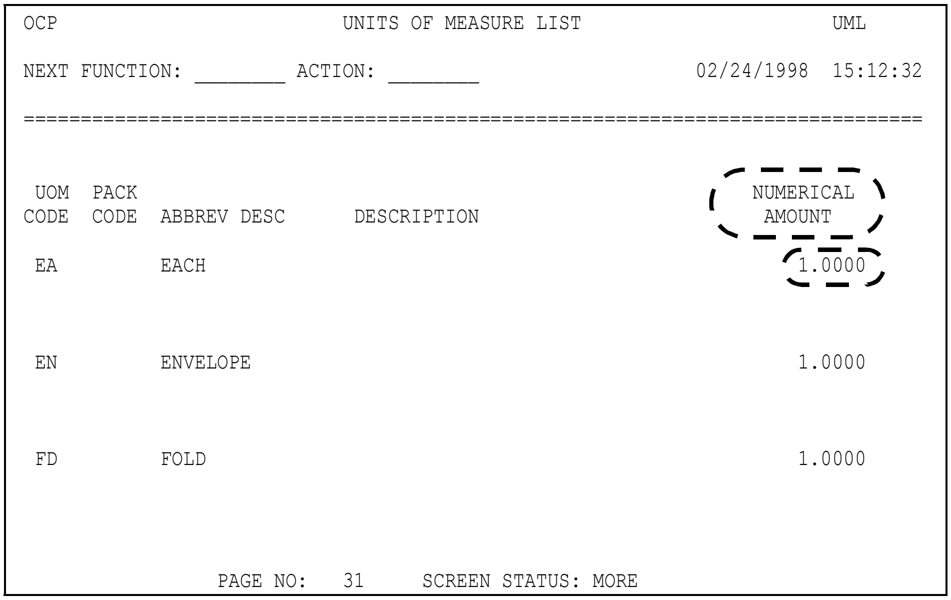


 DZ         DOZEN            DOZEN                                 12.0000



                  PAGE NO:   30     SCREEN STATUS: MORE
```

The NUMERICAL AMOUNT for each is 1 on the *UML* screen.



```
OCP                         UNITS OF MEASURE LIST                         UML

NEXT FUNCTION: _______ ACTION: _______                  02/24/1998  15:12:32

===============================================================================


 UOM  PACK                                                        NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                            AMOUNT

 EA         EACH                                                    1.0000


 EN         ENVELOPE                                                1.0000


 FD         FOLD                                                    1.0000



                  PAGE NO:   31     SCREEN STATUS: MORE
```

When the UOI is a dozen and the UOP is an each, the system calculates the conversion factor as follows.

$$\text{Conversion Factor (System)} = \frac{\text{NUMERICAL AMOUNT of UOI}}{\text{NUMERICAL AMOUNT of UOP}}$$

$$= \frac{12}{1}$$

$$= 12$$

Conditions for Electronic Conversion

The system calculates the correct conversion factor if *both* of the following conditions are satisfied:

- The UOI exists on the *Unit of Measure List (UML)* screen.

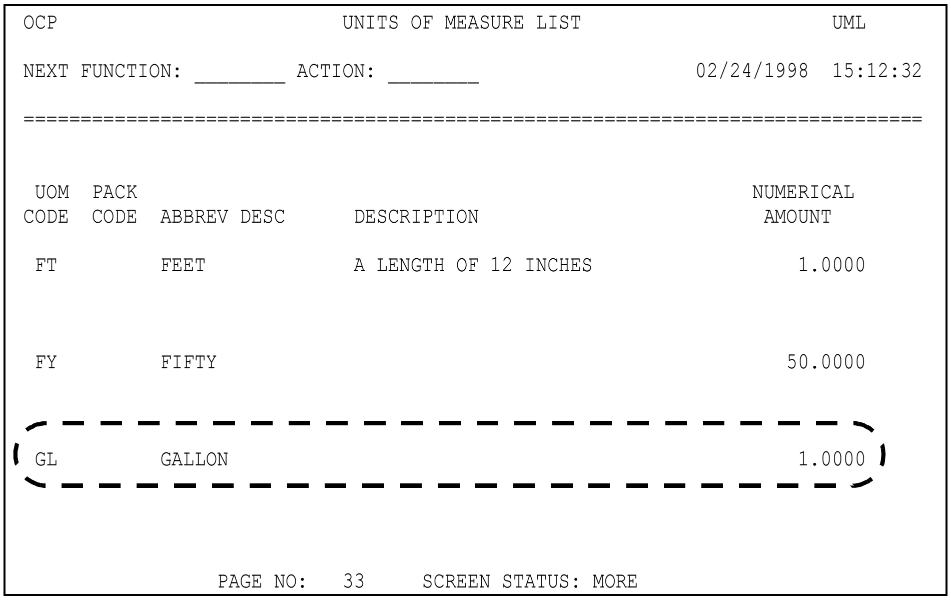
  If the AP clerk changes the UOP field to a value that does not exist on the *UML* screen, then the system will display the following error message on the *ILA* screen: **356 - UNIT OF MEASURE DOES NOT EXIST ON THE POLICY FILE**.

- The system-calculated conversion factor represents the true numerical relationship between the UOP and the UOI. For example, 12:1 accurately reflects the numerical relationship between dozen and each because there are 12 eaches in one dozen.

NOTES

In some instances, the system-calculated conversion factor is not accurate. For example, assume that the unit of purchase for paint additive is pounds and the unit of invoice is gallons. The buyer tells the AP clerk that there are 10 pounds in one gallon of paint additive. The true numerical relationship between pounds and gallon is 10.

If you are not familiar with the relationship between certain units of measure, call the buyer or vendor to ascertain the relationship between the UOP and the UOI.



```
OCP                          UNITS OF MEASURE LIST                    UML

NEXT FUNCTION: ________ ACTION: ________                 02/24/1998  15:12:32

===============================================================================


 UOM  PACK                                                     NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                        AMOUNT

 FT         FEET             A LENGTH OF 12 INCHES                 1.0000



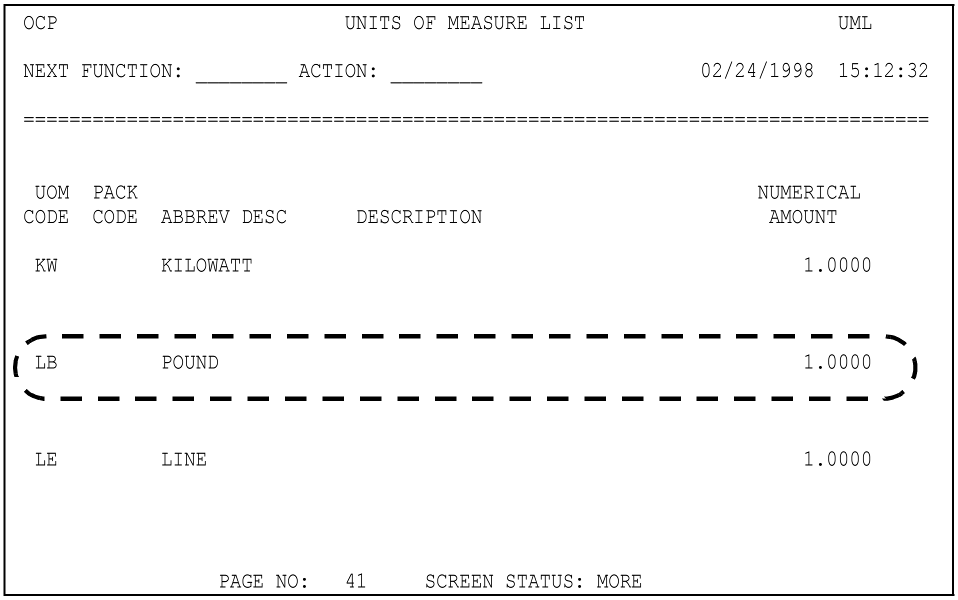
 FY         FIFTY                                                 50.0000



 GL         GALLON                                                 1.0000



                  PAGE NO:   33     SCREEN STATUS: MORE
```



```
OCP                          UNITS OF MEASURE LIST                    UML

NEXT FUNCTION: ________ ACTION: ________                 02/24/1998  15:12:32

===============================================================================


 UOM  PACK                                                     NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                        AMOUNT

 KW         KILOWATT                                               1.0000



 LB         POUND                                                  1.0000



 LE         LINE                                                   1.0000



                  PAGE NO:   41     SCREEN STATUS: MORE
```

However, as seen on the preceding *UML* screens, the NUMERICAL AMOUNT for both pounds and gallons is 1. Therefore, the system-calculated conversion factor is:

NOTES

Conversion Factor (System) $= \frac{\text{NUMERICAL AMOUNT of UOI}}{\text{NUMERICAL AMOUNT of UOP}}$

$= \frac{1}{1}$

$= 1$

In this case, the system-calculated conversion factor is incorrect because the ratio of the NUMERICAL AMOUNT fields of pounds to gallons does not represent their true numerical relationship. Therefore, the AP clerk must manually calculate the conversion factor and enter it in the CONV FACTOR field on the *ILA* screen. The manual conversion of the UOP to the UOI will be discussed later in this section.

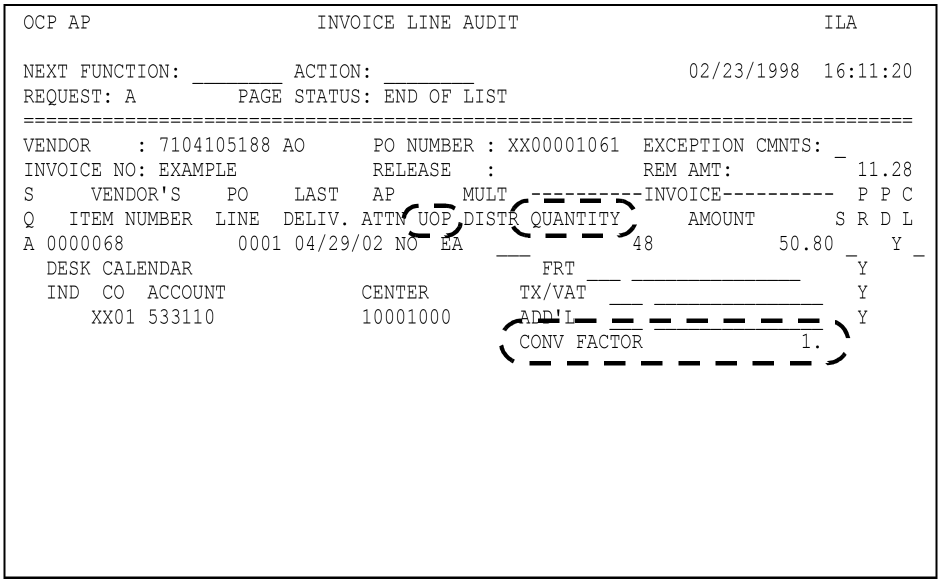
Implementing the Electronic Conversion

For the system to convert the UOP to the UOI, the AP clerk must change the UOP field on the *ILA* screen to match the unit of invoice. To do this, the AP clerk must do the following:

- Look up the unit of invoice's UOM CODE and PACK CODE on the *UML* screen.
- Type the unit of invoice in the UOP field on the *ILA* screen.
- Change the value in the QUANTITY field to reflect the invoice quantity.

For instance, in the desk calendar example, the UOP field on the *ILA* screen has the value **EA** (*each*) and the QUANTITY field has the value **48**. However, the invoice is measured in dozens.

NOTES



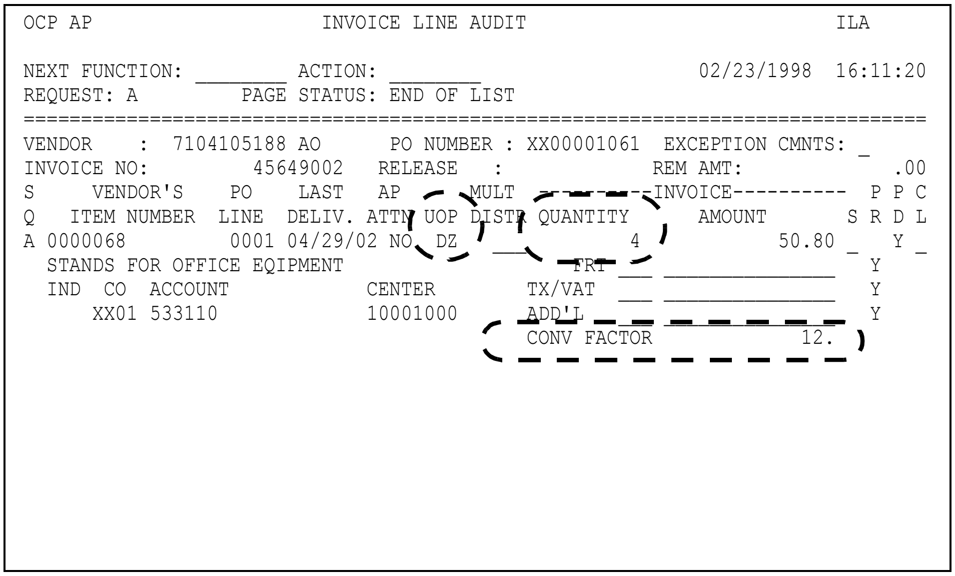
```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: ________ ACTION: ________                   02/23/1998  16:11:20
REQUEST: A         PAGE STATUS: END OF LIST
===============================================================================
VENDOR    : 7104105188 AO      PO NUMBER : XX00001061  EXCEPTION CMNTS: _
INVOICE NO: EXAMPLE            RELEASE   :             REM AMT:           11.28
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A 0000068          0001 04/29/02 NO  EA    ___         48           50.80 _   Y _
  DESK CALENDAR                                FRT ___ _______________    Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 533110             10001000      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

In this case, the AP clerk should do the following:

- Look up the code for dozen on the *UML* screen. This code is **DZ**.
- Type **DZ** (*dozen*) in the UOP field.
- Change the value in the QUANTITY field from 48 to **4**.

When the AP clerk changes the value in the UOP field on the *ILA* screen, the system automatically calculates the conversion factor. When the UOP is each and the UOI is dozen, the conversion factor is 12 because there are 12 eaches in one dozen. When the AP clerk changes the UOP field on the *ILA* screen, the CONV FACTOR field on the *ILA* screen will correspondingly change from 1 to **12**.



```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: ________ ACTION: ________                   02/23/1998  16:11:20
REQUEST: A         PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  7104105188 AO      PO NUMBER : XX00001061  EXCEPTION CMNTS: _
INVOICE NO:         45649002   RELEASE   :             REM AMT:             .00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A 0000068         0001 04/29/02 NO  DZ    ___         4           50.80 _   Y _
  STANDS FOR OFFICE EQIPMENT                    FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 533110             10001000      ADD'L   ___ _______________   Y
                                            CONV FACTOR             12.
```

WALKTHROUGH: Electronically Converting the UOP to the UOI

NOTES

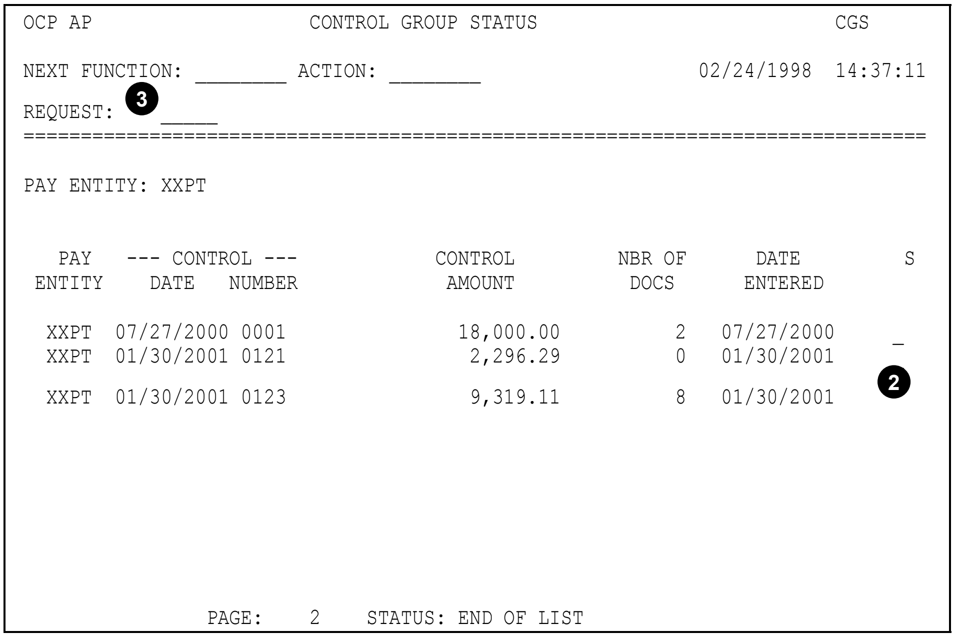
SCENARIO

You have received an invoice from Corporate Express for 1 gross of ball point pens. The vendor number is 510305204 A.

Process this invoice.

Invoice:	**Corporate Express** **PO Box 371004** **Pittsburgh, PA 15250-7004**	**Invoice Number: 9631473012** **Invoice Date: 02/24/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Bic Black Ball Point Pens, Fine Point, Without Eraser	**1 Gross**	**17.28**	**17.28**
PO# XX40000215		**Freight:** **Tax:** **Total:**	 **17.28**

1. Type **CGS** in the NEXT FUNCTION field and press Enter to access the *Control Group Status (CGS)* screen.



```
OCP AP                    CONTROL GROUP STATUS                        CGS

NEXT FUNCTION: ________ ACTION: ________                02/24/1998  14:37:11
REQUEST:   _____
================================================================================

PAY ENTITY: XXPT


   PAY   --- CONTROL ---             CONTROL         NBR OF      DATE        S
 ENTITY    DATE    NUMBER             AMOUNT          DOCS      ENTERED

  XXPT  07/27/2000 0001              18,000.00          2   07/27/2000
  XXPT  01/30/2001 0121               2,296.29          0   01/30/2001     _

  XXPT  01/30/2001 0123               9,319.11          8   01/30/2001









                PAGE:    2    STATUS: END OF LIST
```

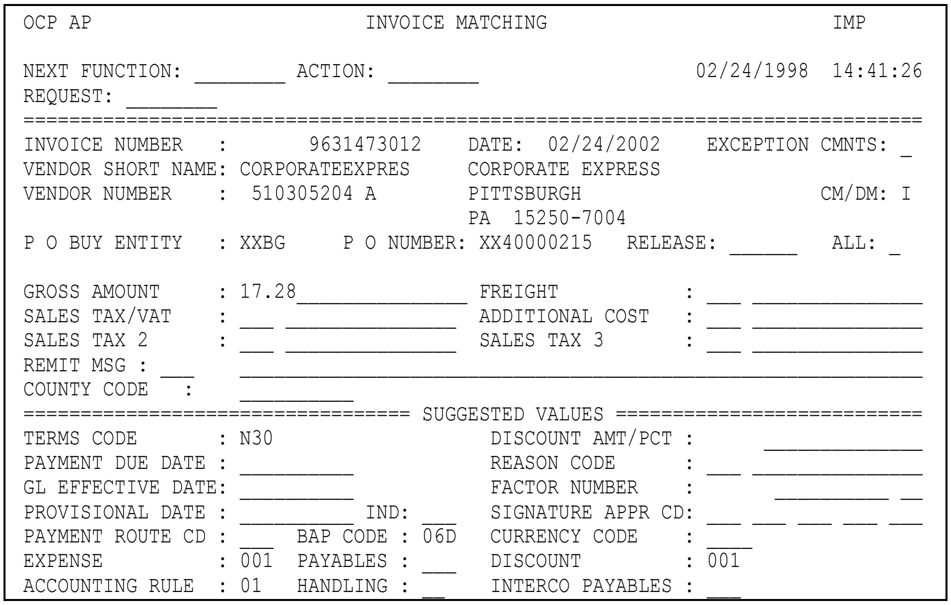
2. Type **S** in the S (SELECT) field for control group 123.

NOTES

3. Type **4** in the REQUEST field and press Enter to access a blank *Invoice Matching (IMP)* screen.

4. Type the **invoice header information** on the *IMP* screen. (Refer to **Procedure 19: Entering Invoice Header Information**.)

Before you press Enter to process the information, your screen should look like the following screen:

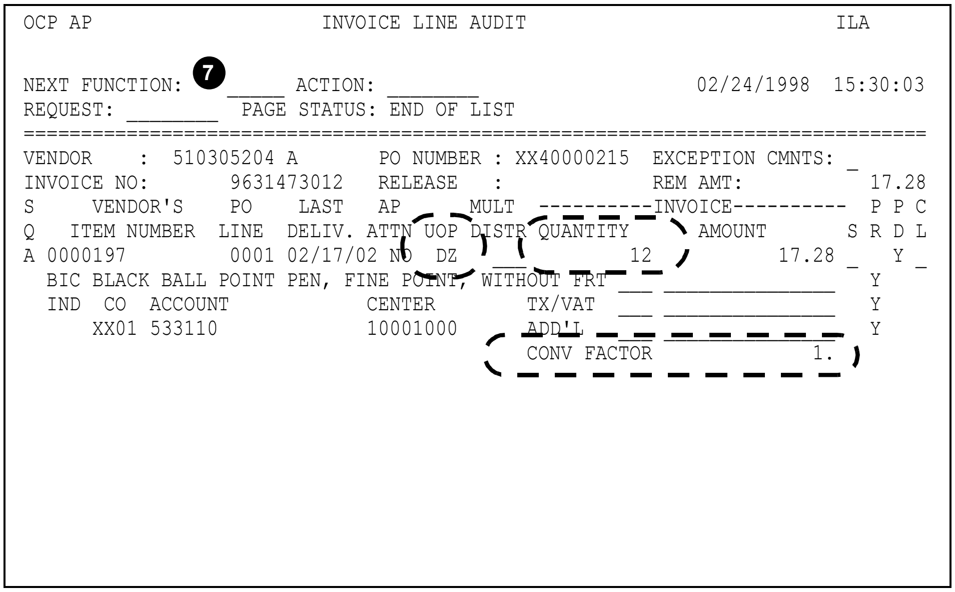


```
OCP AP                          INVOICE MATCHING                        IMP

NEXT FUNCTION: ________ ACTION: ________                  02/24/1998  14:41:26
REQUEST: ________
===============================================================================
INVOICE NUMBER    :       9631473012    DATE:  02/24/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: CORPORATEEXPRES      CORPORATE EXPRESS
VENDOR NUMBER     :  510305204 A        PITTSBURGH                    CM/DM: I
                                        PA  15250-7004
P O BUY ENTITY    : XXBG     P O NUMBER: XX40000215   RELEASE: ______   ALL: _

GROSS AMOUNT      : 17.28_______________ FREIGHT          : ___ _______________
SALES TAX/VAT     : ___ _______________  ADDITIONAL COST  : ___ _______________
SALES TAX 2       : ___ _______________  SALES TAX 3      : ___ _______________
REMIT MSG : ___     ____________________________________________________________
COUNTY CODE   :     __________
================================= SUGGESTED VALUES ============================
TERMS CODE        : N30                   DISCOUNT AMT/PCT :       ______________
PAYMENT DUE DATE  : __________            REASON CODE      : ___ _______________
GL EFFECTIVE DATE:  __________            FACTOR NUMBER    :       __________ __
PROVISIONAL DATE  : __________ IND: ___   SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD  : ___  BAP CODE : 06D   CURRENCY CODE    : ____
EXPENSE           : 001  PAYABLES : ___   DISCOUNT         : 001
ACCOUNTING RULE   : 01   HANDLING : __    INTERCO PAYABLES : ___
```

5. Press Enter to process the invoice and to access the *Invoice Line Audit (ILA)* screen.



```
OCP AP                      INVOICE LINE AUDIT                          ILA

NEXT FUNCTION: _____ ACTION: ________                     02/24/1998  15:30:03
REQUEST: ________  PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  510305204 A       PO NUMBER : XX40000215  EXCEPTION CMNTS: _
INVOICE NO:         9631473012   RELEASE   :              REM AMT:          17.28
S     VENDOR'S    PO    LAST    AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY        AMOUNT      S R D L
A 0000197         0001 02/17/02 NO  DZ   ___            12         17.28 _   Y _
  BIC BLACK BALL POINT PEN, FINE POINT, WITHOUT FRT ___ _______________   Y
  IND  CO  ACCOUNT           CENTER          TX/VAT ___ _______________   Y
      XX01 533110            10001000        ADD'L  ___ _______________   Y
                                             CONV FACTOR                1.
```

6. Compare the unit of invoice (UOI) to the value in the UOP field.

NOTES

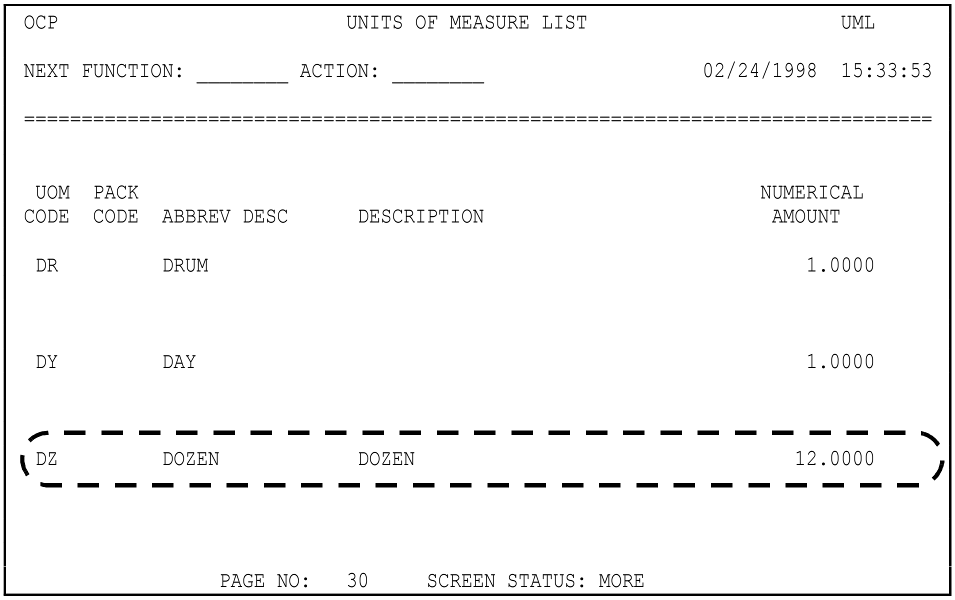
Because the UOP is a dozen and the UOI is a gross, the UOP must be converted to the UOI.

There are 12 dozens in a gross. The conversion factor, therefore, is 12.

7. Type **UML** in the NEXT FUNCTION field and press Enter to access the *Units of Measure List (UML)* screen.

8. Press Enter to scroll down the *UML* screen to find a dozen.

   The numerical amount attached to a dozen is 12.



```
OCP                         UNITS OF MEASURE LIST                      UML

NEXT FUNCTION: ________ ACTION: ________                   02/24/1998  15:33:53

===============================================================================


 UOM  PACK                                                         NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                            AMOUNT

 DR         DRUM                                                       1.0000


 DY         DAY                                                        1.0000


 DZ         DOZEN            DOZEN                                    12.0000

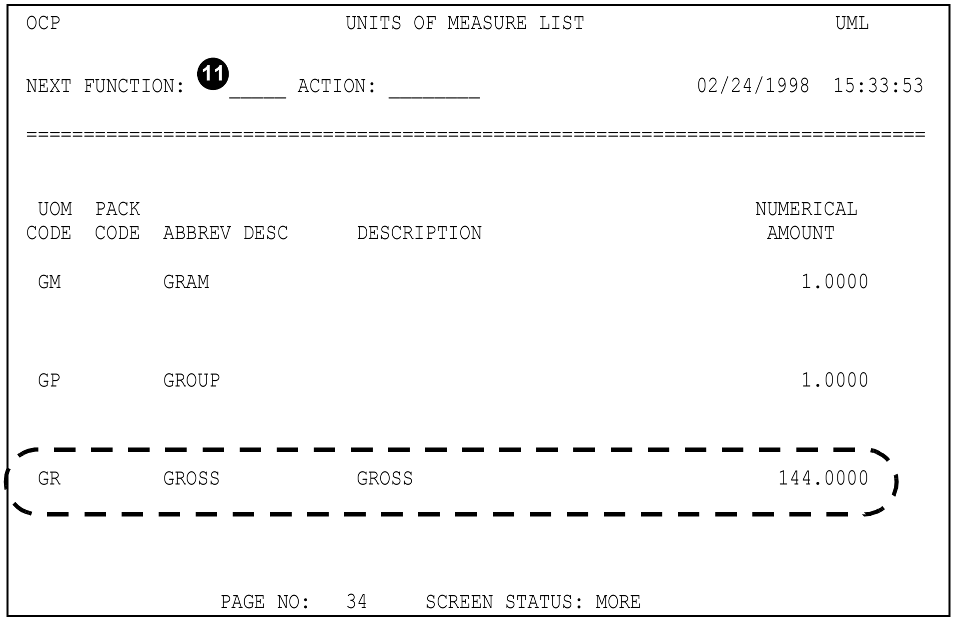


                 PAGE NO:   30     SCREEN STATUS: MORE
```

9. Press Enter to scroll down the *UML* screen to find a gross.

   The numerical amount attached to a gross is 144.

NOTES



```
OCP                        UNITS OF MEASURE LIST                      UML

NEXT FUNCTION: _____ ACTION: ________                02/24/1998  15:33:53
==============================================================================


 UOM  PACK                                                    NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                       AMOUNT

 GM         GRAM                                                  1.0000



 GP         GROUP                                                 1.0000



 GR         GROSS            GROSS                              144.0000



                  PAGE NO:   34     SCREEN STATUS: MORE
```

The system-calculated conversion factor for dozen to gross is:

$$\text{Conversion Factor (System)} = \frac{\text{NUMERICAL AMOUNT of the UOI}}{\text{NUMERICAL AMOUNT of the UOP}}$$

$$= \frac{144}{12}$$

$$= 12$$

Both conditions for electronic conversion are satisfied:

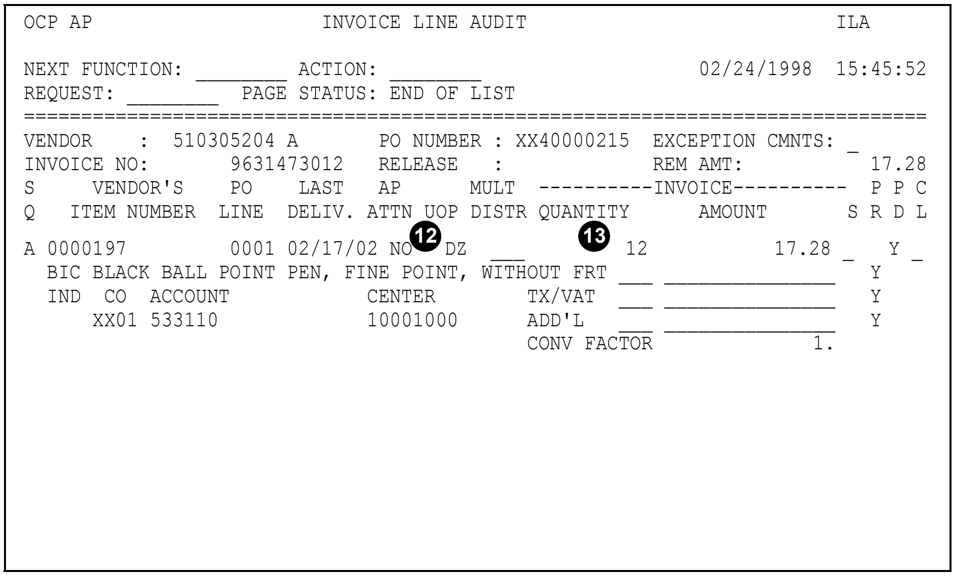
— Gross is defined in the system.

— The system-calculated conversion factor for dozen and gross equals 12, which is the true numerical relationship between them.

10. Note that the UOM CODE and PACK CODE for a gross is **GR**.

11. Type **BACK** in the NEXT FUNCTION field and press [Enter] to return to the *ILA* screen.

NOTES



```
OCP AP                      INVOICE LINE AUDIT                           ILA

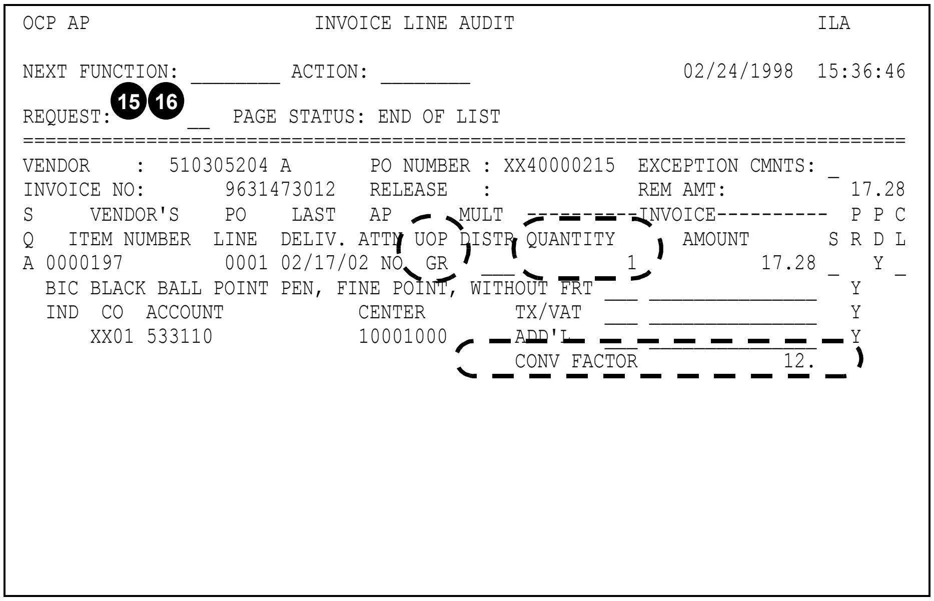
NEXT FUNCTION: ________ ACTION: ________                   02/24/1998  15:45:52
REQUEST: ________  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  510305204 A       PO NUMBER : XX40000215  EXCEPTION CMNTS: _
INVOICE NO:       9631473012   RELEASE   :             REM AMT:           17.28
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT      S R D L

A 0000197         0001 02/17/02 NO  DZ  ___           12           17.28 _   Y _
  BIC BLACK BALL POINT PEN, FINE POINT, WITHOUT FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 533110             10001000      ADD'L   ___ _______________   Y
                                            CONV FACTOR               1.
```

12. Type **GR** over the data presently displayed in the UOP field.

13. Type **1** over the data presently displayed in the QUANTITY field to reflect the invoice quantity.

14. Press Enter to process the changes.



```
OCP AP                      INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: ________ ACTION: ________                   02/24/1998  15:36:46

REQUEST:        __  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  510305204 A       PO NUMBER : XX40000215  EXCEPTION CMNTS: _
INVOICE NO:       9631473012   RELEASE   :             REM AMT:           17.28
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT      S R D L
A 0000197         0001 02/17/02 NO  GR  ___            1           17.28 _   Y _
  BIC BLACK BALL POINT PEN, FINE POINT, WITHOUT FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 533110             10001000      ADD'L   ___ _______________   Y
                                            CONV FACTOR              12.
```

Note that the value in the CONV FACTOR field has changed from **1** to **12**.

NOTES

15. Identify and tag the PO line for the amount of the invoice and press Enter. (Refer to **Procedure 20: Entering Invoice Line Information for Matching Invoices**.)

> To simplify training, ignore remitting out-of-state taxes to the Department of Revenue. Normally you must:
>
> - Type **3** in the REQUEST field and press Enter to access the *IWS-1T* screen. You will do this *after* tagging the lines but *before* nexting (tagging) the document.
> - Calculate the tax amount and add a line for the negative tax amount.
> - Type the **positive tax amount** in the SALES TAX/VAT field.

16. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the invoice and to access a blank *IMP* screen.

In this walkthrough, you converted the unit of purchase on the *ILA* screen to the unit of invoice. In this example, the unit of invoice was defined in the NCAS. Additionally, the system-calculated conversion factor was equal to the true numerical relationship between the units of measure. You were, therefore, able to electronically convert the UOP to the UOI. In other words, you changed the value in the UOP field on the *ILA* screen to perform the conversion.

Manually Converting the UOP to the UOI

Manually Calculated Conversion Factor

In some instances, such as when the numerical relationship between the UOP and the UOI is not accurately reflected on the *UML* screen, the AP clerk must manually calculate the conversion factor.

Remember that the conversion factor is defined as the number of UOPs in one UOI. The AP clerk should use this definition to manually calculate the conversion factor.

For example, a buyer orders 10 boxes of toner. Each box has 10 bottles of toner. The UOP is a box of 10 bottles. The vendor’s invoice records this transaction as 5 boxes of toner, with each box containing 20 bottles. The UOI, therefore, is a box of 20 bottles.

Unit of Purchase	Unit of Invoice
Box of 10 bottles	Box of 20 bottles

To calculate the conversion factor for this example, the AP clerk must determine the number of UOPs in one UOI.

There are two boxes of 10 bottles in one box of 20 bottles. In other words, there are two UOPs in one UOI.

The conversion factor, therefore, is 2.

Conditions for Manual Conversion

The AP clerk must manually calculate the conversion factor to convert the UOP to the UOI under *either* of the following two conditions:

- The UOI does not already exist on the *Unit of Measure List (UML)* screen.
- The UOI exists on the *UML* screen, but the system-calculated conversion factor does not represent the true numerical relationship between these two units of measure.

Implementing the Manual Conversion

Once the AP clerk has manually calculated the conversion factor, he or she must do the following:

- Type the conversion factor in the CONV FACTOR field on the *ILA* screen.
- Change the value in the QUANTITY field on the *ILA* screen to reflect the invoice quantity.

The system will then use the conversion factor entered by the AP clerk to calculate the UOI. The UOI, however, is not displayed on the *ILA* screen.

On a manual conversion, do not change the unit of measure shown in the UOP field. If you change both the unit of measure and the conversion factor, the system will ignore the conversion factor you entered and calculate a conversion factor based on the new unit of measure in the UOP field.

WALKTHROUGH: Manually Converting the UOP to the UOI

SCENARIO

You have received an invoice from Baychem, Inc for 1000 gallons of bulk paint additives. The buyer ordered the additives in pounds. You talked to the buyer who told you that there are 10 pounds in one gallon of bulk paint additives.

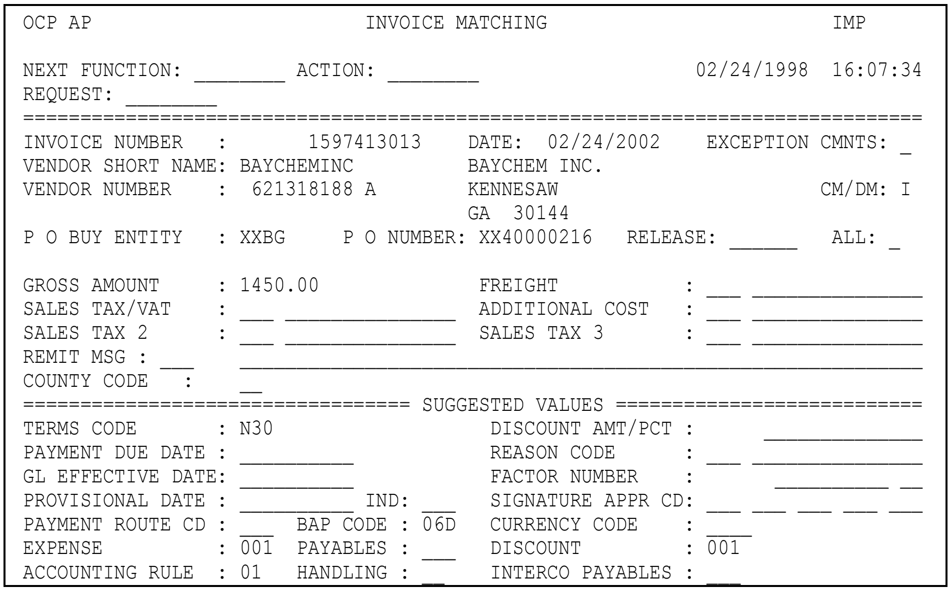
Process this invoice. The vendor number is 621318188 A.

NOTES

Invoice: Baychem Inc **3200 Moon Station Rd** **Kennesaw, GA 30144**		**Invoice Number: 1597413013** **Invoice Date: 02/24/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Bulk Paint Additives	**1000 gallons**	**1.45**	**1450.00**
PO# XX40000216		**Freight:** **Tax:** **Total:**	 **1450.00**

1. Type the **invoice header information** on the blank *IMP* screen in control group 123. (Refer to **Procedure 19: Entering Invoice Header Information for a Matching Invoice**.)

Before pressing Enter to process the invoice, your screen should look like the following screen:



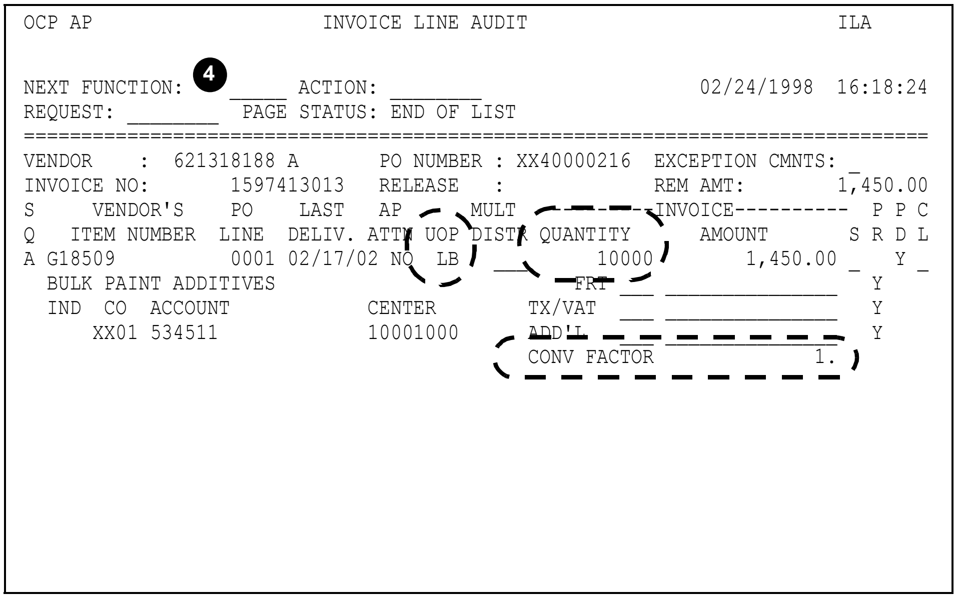
```
OCP AP                        INVOICE MATCHING                        IMP

NEXT FUNCTION: ________ ACTION: ________                   02/24/1998  16:07:34
REQUEST: ________
===============================================================================
INVOICE NUMBER   :      1597413013    DATE:  02/24/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: BAYCHEMINC         BAYCHEM INC.
VENDOR NUMBER    :  621318188 A       KENNESAW                         CM/DM: I
                                      GA  30144
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000216   RELEASE: ______   ALL: _

GROSS AMOUNT     : 1450.00             FREIGHT          : ___ _______________
SALES TAX/VAT    : ___ _______________ ADDITIONAL COST  : ___ _______________
SALES TAX 2      : ___ _______________ SALES TAX 3      : ___ _______________
REMIT MSG : ___    _____________________________________________________________
COUNTY CODE   :    __
================================== SUGGESTED VALUES ===========================
TERMS CODE       : N30                  DISCOUNT AMT/PCT :      ______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : 06D  CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __   INTERCO PAYABLES : ___
```

2. Press Enter to process the invoice and to access the *Invoice Line Audit (ILA)* screen.

NOTES



```
OCP AP                    INVOICE LINE AUDIT                            ILA

NEXT FUNCTION:    _____ ACTION: ________                   02/24/1998  16:18:24
REQUEST: ________  PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  621318188 A       PO NUMBER : XX40000216  EXCEPTION CMNTS: _
INVOICE NO:       1597413013   RELEASE   :             REM AMT:        1,450.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A G18509          0001 02/17/02 NO  LB  ___        10000       1,450.00 _   Y _
  BULK PAINT ADDITIVES                          FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 534511             10001000      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

3. Compare the unit of invoice (UOI) to the value in the UOP field.

   Because the UOP is a pound and the UOI is a gallon, you need to convert the UOP to the UOI.

Unit of Purchase	Unit of Invoice
Pound	Gallon

There are 10 pounds in one gallon of bulk paint additives. In other words, there are 10 UOPs in one UOI.

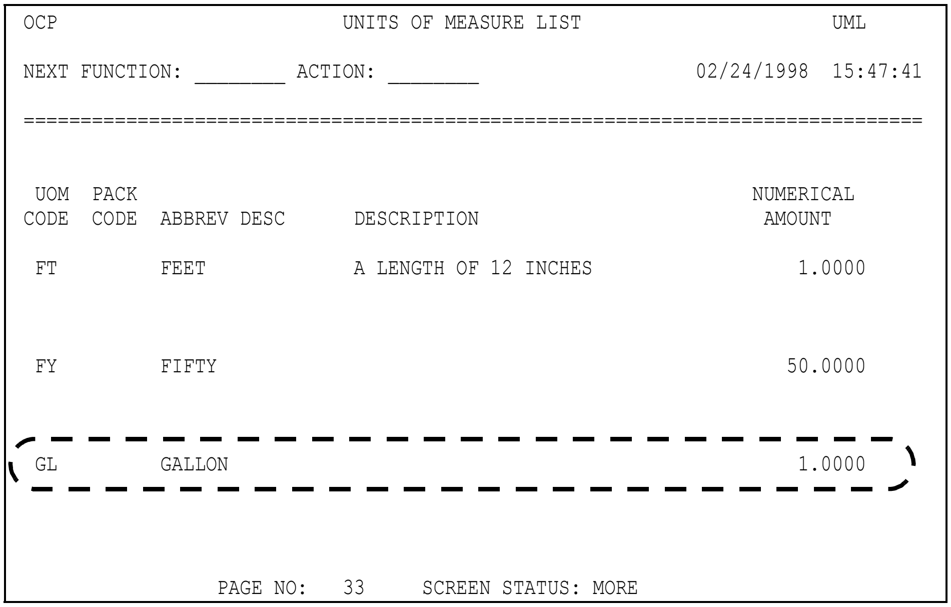
The conversion factor, therefore, is 10.

4. Type **UML** in the NEXT FUNCTION field and press [Enter] to access the *Units of Measure List (UML)* screen.

5. Press [Enter] to scroll down the *UML* screen to find a gallon.

   The NUMERICAL AMOUNT attached to a gallon is 1.

NOTES



```
OCP                            UNITS OF MEASURE LIST                       UML

NEXT FUNCTION: ________ ACTION: ________                  02/24/1998  15:47:41

===============================================================================


 UOM  PACK                                                        NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                           AMOUNT

 FT         FEET             A LENGTH OF 12 INCHES                   1.0000



 FY         FIFTY                                                   50.0000



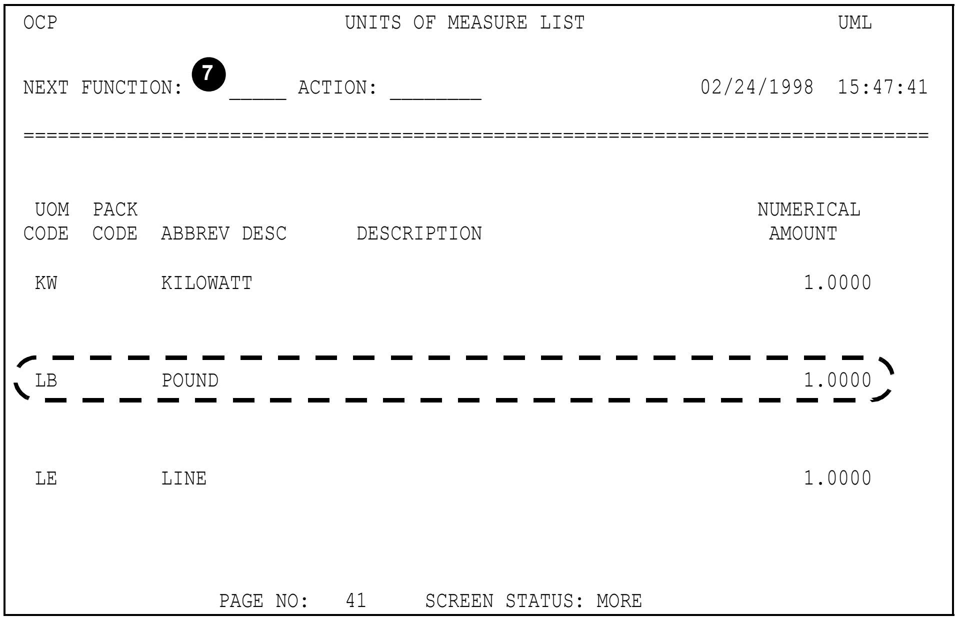
 GL         GALLON                                                   1.0000




                  PAGE NO:   33     SCREEN STATUS: MORE
```

6. Press Enter to scroll down the *UML* screen to find a pound.

The NUMERICAL AMOUNT attached to a pound is 1.



```
OCP                            UNITS OF MEASURE LIST                       UML

NEXT FUNCTION:  _____ ACTION: ________                    02/24/1998  15:47:41

===============================================================================


 UOM  PACK                                                        NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                           AMOUNT

 KW         KILOWATT                                                 1.0000



 LB         POUND                                                    1.0000



 LE         LINE                                                     1.0000




                  PAGE NO:   41     SCREEN STATUS: MORE
```

Both conditions for an electronic conversion are *not* satisfied:

NOTES

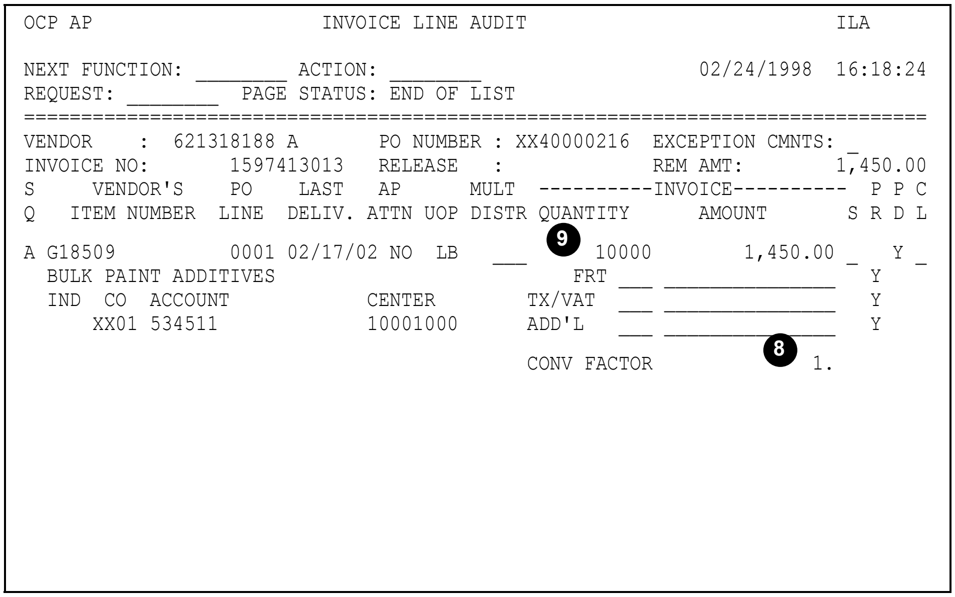
- A gallon is defined in the NCAS *but*
- The system-calculated conversion factor is:

$$\text{Conversion Factor (System)} = \frac{\text{NUMERICAL AMOUNT of the UOI}}{\text{NUMERICAL AMOUNT of the UOP}} = \frac{1}{1} = 1$$

The system-calculated conversion factor equals 1 which is *not* the true numerical relationship (10).

Since the second condition is not satisfied, you must manually convert the UOP to the UOI.

7. Type **BACK** in the NEXT FUNCTION field and press Enter to return to the *ILA* screen.



```
OCP AP                    INVOICE LINE AUDIT                           ILA

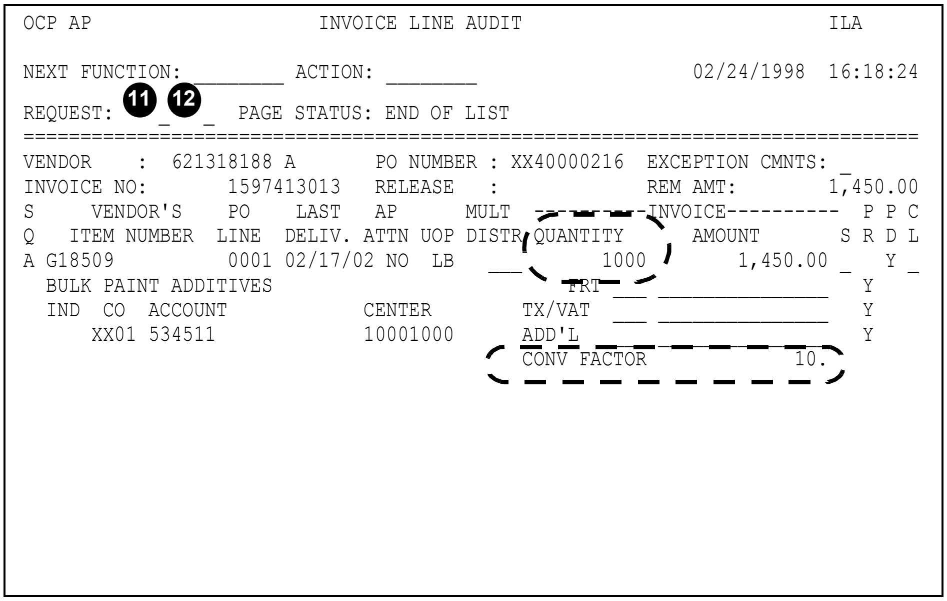
NEXT FUNCTION: ________ ACTION: ________                 02/24/1998  16:18:24
REQUEST: ________  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  621318188 A       PO NUMBER : XX40000216  EXCEPTION CMNTS: _
INVOICE NO:       1597413013   RELEASE   :             REM AMT:       1,450.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L

A G18509         0001 02/17/02 NO  LB   ___      10000        1,450.00 _   Y _
  BULK PAINT ADDITIVES                     FRT ___ _______________   Y
  IND  CO  ACCOUNT             CENTER     TX/VAT ___ _______________   Y
      XX01 534511              10001000   ADD'L  ___ _______________   Y
                                          CONV FACTOR                1.
```

8. Type **10** over the data presently displayed in the CONV FACTOR field to change the conversion factor from **1** to **10**.

9. Type **1000** over the data presently displayed in the QUANTITY field to reflect the invoice quantity.

10. Press Enter to process the change.



```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION:________ ACTION: ________                02/24/1998  16:18:24

REQUEST: _ _  PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  621318188 A       PO NUMBER : XX40000216  EXCEPTION CMNTS: _
INVOICE NO:       1597413013   RELEASE   :             REM AMT:       1,450.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY       AMOUNT      S R D L
A G18509         0001 02/17/02 NO  LB   ___          1000      1,450.00 _   Y _
  BULK PAINT ADDITIVES                          FRT ___ _______________   Y
  IND  CO  ACCOUNT           CENTER       TX/VAT ___ _______________   Y
      XX01 534511            10001000     ADD'L                        Y
                                          CONV FACTOR            10.
```

11. Identify and tag the PO line for the amount of the invoice and press Enter. (Refer to **Procedure 20: Entering Invoice Line Information for Matching Invoices**.)

12. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the invoice and to access a blank *IMP* screen.

> Remember that if the UOI is not defined on the *UML* screen, the system displays the error message: **356 - UNIT OF MEASURE DOES NOT EXIST ON THE POLICY FILE**. In this case, you must also convert the UOP to the UOI by changing the conversion factor.

In this walkthrough, you converted the unit of purchase on the *ILA* screen to the unit of invoice. In this example, the UOI was defined in the NCAS. However, the system-calculated conversion factor did not equal the true numerical relationship (i.e., the manually calculated conversion factor). Therefore, you manually converted the UOP to the UOI. In other words, you changed the value in the CONV FACTOR field to convert the UOP to the UOI.

Processing Fractions

The NCAS will not let the AP clerk enter fractions or decimals in the QUANTITY field on the *ILA* screen. In this situation, even if the UOP and the UOI are the same, the AP clerk may have to convert the UOI to a different unit so that the value in the QUANTITY field is a whole number.

For example, suppose the Department of Agriculture ordered 2 tons of fertilizer and only 1.5 tons of fertilizer is delivered. If the AP clerk receives an invoice for 1.5 tons of fertilizer, he or she cannot type 1.5 in the QUANTITY field on the *ILA* screen. If he or she does so, the system will display the following error message: **359 - INVOICE QUANTITY IS INVALID**.

NOTES

In order to enter this invoice, the AP clerk must convert the unit of invoice (UOI) to a unit that allows the quantity to be a whole number. In this example, the AP clerk could convert tons to pounds (lb). There are 2,000 pounds in a ton, so 1.5 tons would equal 3,000 lb. Since 3000 is a whole number, the system will accept this value in the QUANTITY field on the *ILA* screen.

To make the conversion from tons to pounds, the AP clerk must:

- Electronically convert tons to pounds because:
  - — Both tons and pounds are defined on the *UML* screen *and*
  - — The system-calculated conversion factor is equal to the true conversion factor of one divided by 2000 which, in turn, equals 0.0005.
- Type **LB** in the UOP field to electronically convert tons to pounds.
- Type **3000** in the QUANTITY field on the *ILA* screen.

WALKTHROUGH: Processing Fractions

SCENARIO

You have received an invoice from Material Sales Co. for 1.95 tons of sand. The vendor number is 560312109 B. Salisbury is in Rowan county that has a county code of 80.

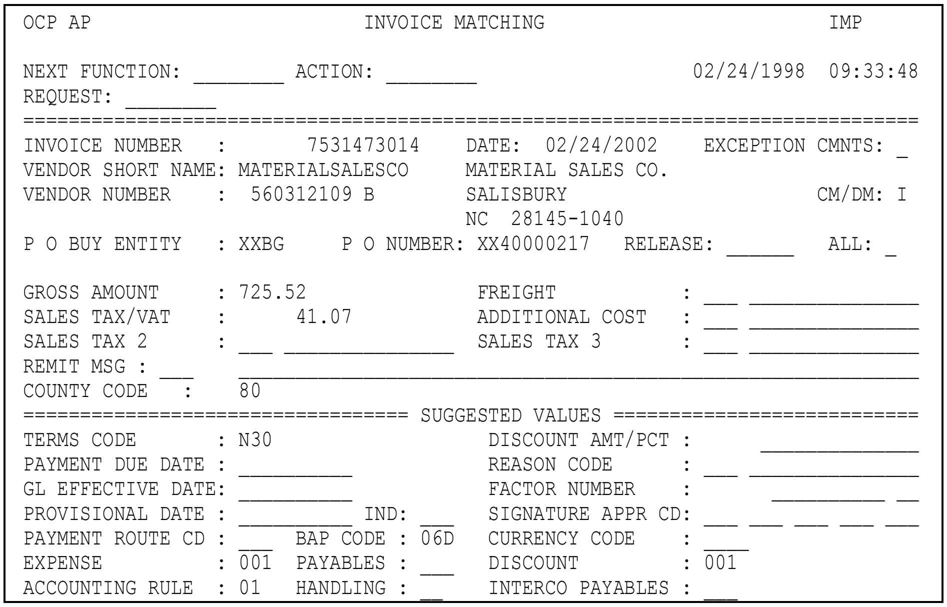
Process this invoice.

Invoice: Material Sales Co **PO Box 1040** **Salisbury, NC 28145-1040**		**Invoice Number: 7531473014** **Invoice Date: 02/24/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Sand	**1.95 tons**	**360.00**	**684.45**
PO# XX40000217		**Freight:** **Tax:** **Total:**	 **41.07** **725.52**

1. Type the **invoice header information** on the blank *IMP* screen in control group 123. (Refer to **Procedure 19: Entering Invoice Header Information**.)

NOTES

Before you press Enter, your screen should look like the following screen:

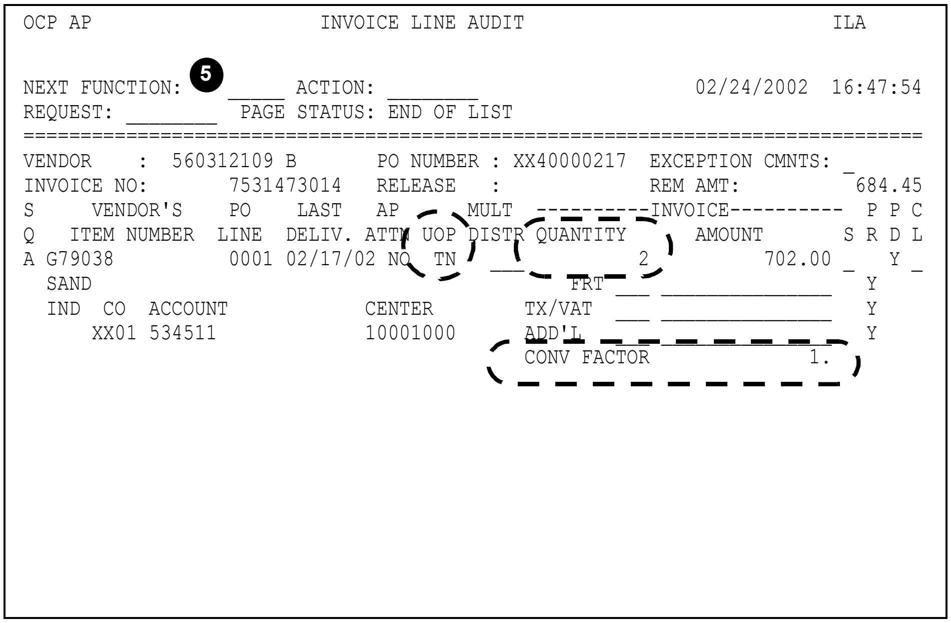


```
OCP AP                        INVOICE MATCHING                        IMP

NEXT FUNCTION: ________ ACTION: ________                  02/24/1998  09:33:48
REQUEST: ________
===============================================================================
INVOICE NUMBER   :       7531473014    DATE:  02/24/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: MATERIALSALESCO     MATERIAL SALES CO.
VENDOR NUMBER    :  560312109 B        SALISBURY                       CM/DM: I
                                       NC  28145-1040
P O BUY ENTITY   : XXBG     P O NUMBER: XX40000217   RELEASE: ______   ALL: _

GROSS AMOUNT     : 725.52               FREIGHT           : ___ _______________
SALES TAX/VAT    :      41.07           ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3       : ___ _______________
REMIT MSG : ___    _____________________________________________________________
COUNTY CODE   :    80
================================= SUGGESTED VALUES ============================
TERMS CODE       : N30                   DISCOUNT AMT/PCT :       ______________
PAYMENT DUE DATE : __________            REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________            FACTOR NUMBER    :         __________ __
PROVISIONAL DATE : __________ IND: ___   SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : 06D   CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___   DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __    INTERCO PAYABLES : ___
```

2. Press Enter to process the invoice and to access the *Invoice Line Audit (ILA)* screen.



```
OCP AP                     INVOICE LINE AUDIT                           ILA


NEXT FUNCTION:  _____ ACTION: ________                   02/24/2002  16:47:54
REQUEST: ________  PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  560312109 B       PO NUMBER : XX40000217  EXCEPTION CMNTS: _
INVOICE NO:         7531473014   RELEASE   :             REM AMT:         684.45
S     VENDOR'S     PO     LAST    AP        MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE   DELIV. ATTN UOP DISTR QUANTITY          AMOUNT      S R D L
A G79038          0001 02/17/02 NO  TN  ___            2          702.00 _   Y _
  SAND                                              FRT ___ _______________   Y
  IND  CO  ACCOUNT             CENTER        TX/VAT ___ _______________   Y
      XX01 534511              10001000      ADD'L  ___ _______________   Y
                                             CONV FACTOR              1.
```

3. Compare the unit of invoice (UOI) to the value in the UOP field.

The UOP and the UOI are the same: tons. However, the invoice is for 1.95 tons of sand. Since the system will not process a fraction in the QUANTITY field, you must convert the quantity to a whole number.

NOTES

4. Convert the UOI from tons to pounds in order to make the value in the QUANTITY field a whole number.

   There are 2000 pounds in one ton. By multiplying 1.95 by 2000, you find that 1.95 tons contains 3900 pounds, which is a whole number.

   Let the UOP be a ton and the UOI be a pound.

Unit of Purchase	Unit of Invoice
Ton	Pound

   The true numerical relationship or the manual conversion factor is calculated by determining the number of UOPs in one UOI.

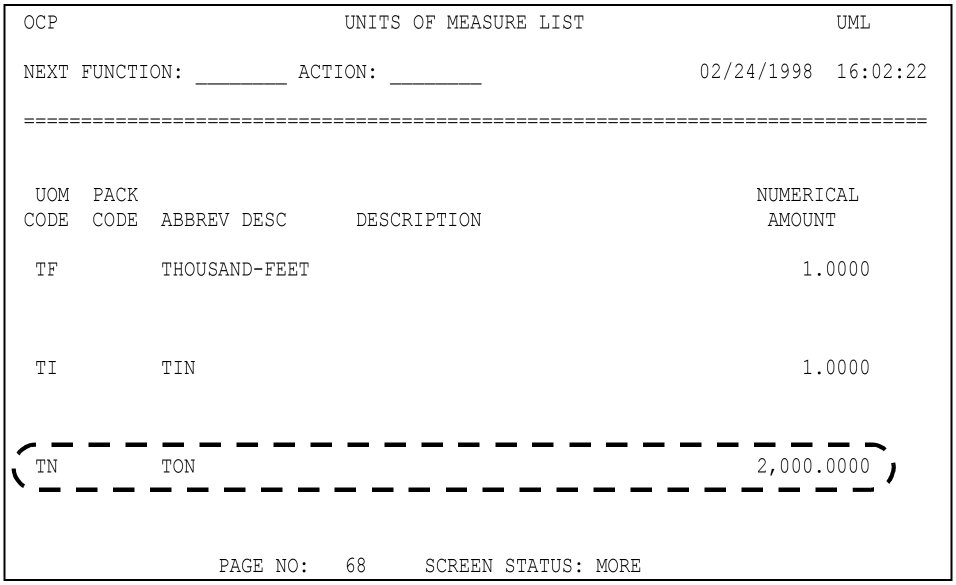
   There are 2000 pounds in one ton of sand. Therefore, there are 1/2000 or 0.0005 tons in one pound of sand. (Note that 1 divided by 2000 equals 0.0005). In other words, there are 0.0005 UOPs in one UOI.

   The conversion factor or the true numerical relationship, therefore, is 0.0005.

5. Type **UML** in the NEXT FUNCTION field and press Enter to access the *Units of Measure List (UML)* screen.

6. Press Enter to scroll down the *UML* screen to find a ton.

   The NUMERICAL AMOUNT attached to a ton is 2000.



```
OCP                          UNITS OF MEASURE LIST                        UML

NEXT FUNCTION: ________ ACTION: ________                  02/24/1998  16:02:22

===============================================================================


 UOM  PACK                                                          NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                             AMOUNT

 TF         THOUSAND-FEET                                               1.0000


 TI         TIN                                                         1.0000

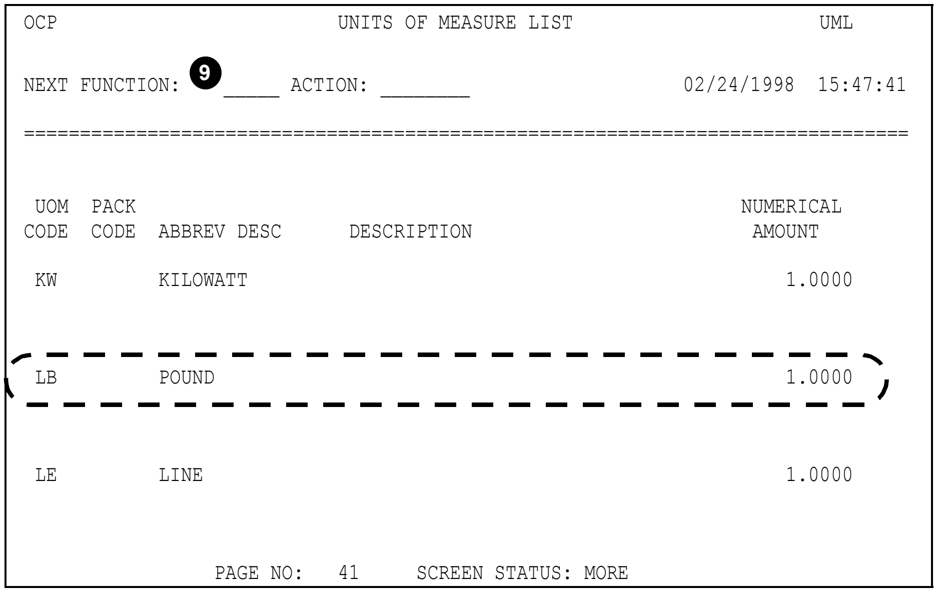

 TN         TON                                                     2,000.0000


                  PAGE NO:   68      SCREEN STATUS: MORE
```

7. Press Enter to scroll down the *UML* screen to find a pound.

   The NUMERICAL AMOUNT attached to a pound is 1.

NOTES



```
OCP                        UNITS OF MEASURE LIST                     UML

NEXT FUNCTION: _____ ACTION: ________               02/24/1998  15:47:41

============================================================================


 UOM  PACK                                                   NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                      AMOUNT

 KW         KILOWATT                                            1.0000


 LB         POUND                                               1.0000


 LE         LINE                                                1.0000


                 PAGE NO:   41     SCREEN STATUS: MORE
```

Both conditions for an electronic conversion are satisfied:

- A pound is defined in the NCAS *and*
- The system-calculated conversion factor is:

$$\text{Conversion Factor (System)} = \frac{\text{NUMERICAL AMOUNT of the UOI}}{\text{NUMERICAL AMOUNT of the UOP}}$$

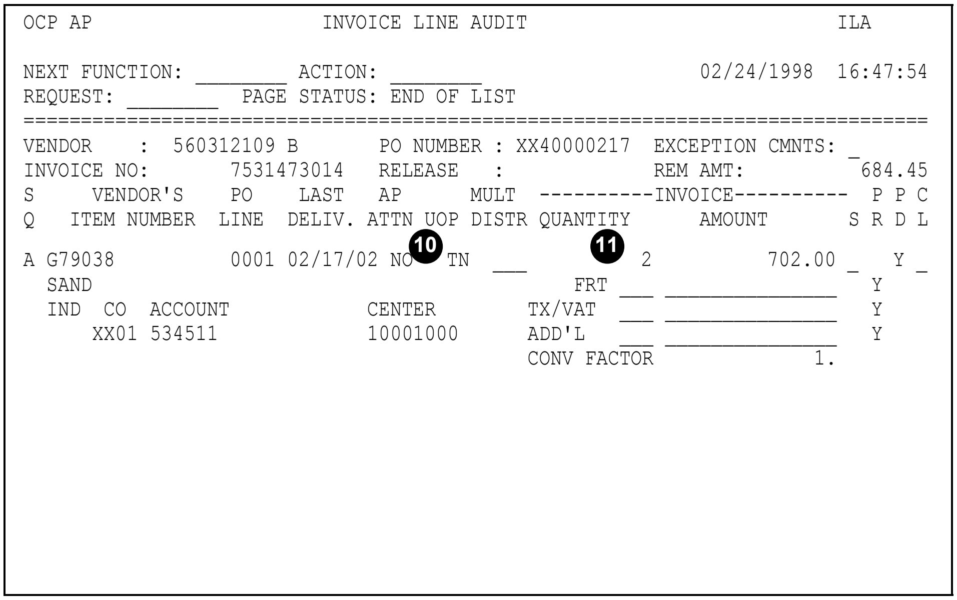
$$= \frac{1}{2000}$$

$$= 0.0005$$

The system-calculated conversion factor equals the true numerical relationship (.0005) between a ton and a pound.

8. Note that the UOM CODE and PACK CODE for a pound is **LB**.
9. Type **BACK** in the NEXT FUNCTION field and press Enter to return to the *ILA* screen.

NOTES



```
OCP AP                    INVOICE LINE AUDIT                          ILA

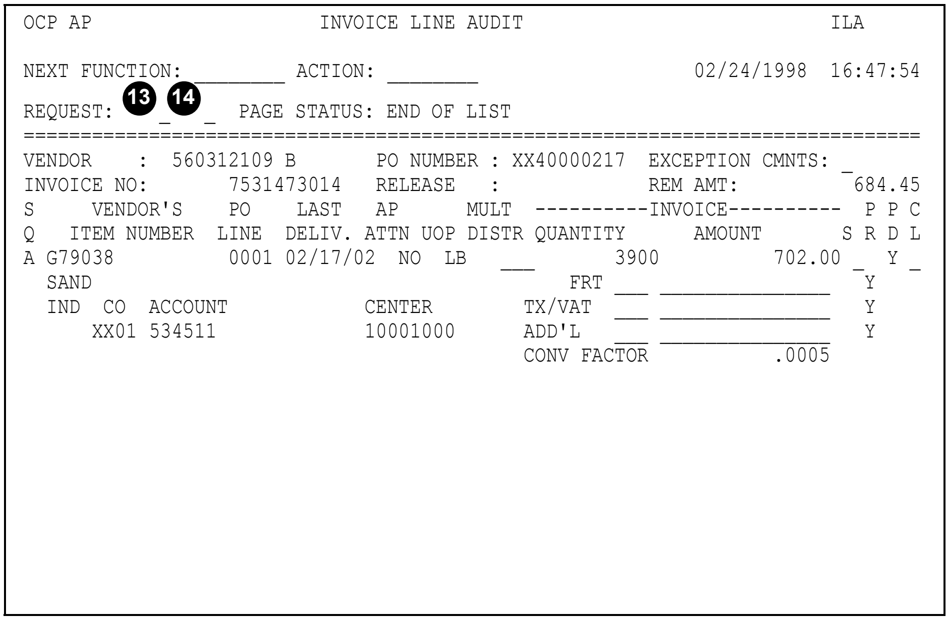
NEXT FUNCTION: ________ ACTION: ________                  02/24/1998  16:47:54
REQUEST: ________  PAGE STATUS: END OF LIST
==============================================================================
VENDOR    :  560312109 B       PO NUMBER : XX40000217  EXCEPTION CMNTS: _
INVOICE NO:       7531473014   RELEASE   :             REM AMT:         684.45
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L

A G79038          0001 02/17/02 NO  TN   ___           2          702.00 _   Y _
  SAND                                          FRT ___ _______________   Y
  IND  CO  ACCOUNT              CENTER       TX/VAT  ___ _______________   Y
      XX01 534511               10001000     ADD'L   ___ _______________   Y
                                             CONV FACTOR               1.
```

10. Type **LB** over the data presently displayed in the UOP field.

11. Type **3900** over the data presently displayed in the QUANTITY field.

12. Press Enter to process the change.



```
OCP AP                    INVOICE LINE AUDIT                          ILA

NEXT FUNCTION: ________ ACTION: ________                  02/24/1998  16:47:54
REQUEST:    _  _  PAGE STATUS: END OF LIST
==============================================================================
VENDOR    :  560312109 B       PO NUMBER : XX40000217  EXCEPTION CMNTS: _
INVOICE NO:       7531473014   RELEASE   :             REM AMT:         684.45
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT       S R D L
A G79038          0001 02/17/02  NO  LB   ___       3900          702.00 _  Y _
  SAND                                          FRT ___ _______________   Y
  IND  CO  ACCOUNT              CENTER       TX/VAT  ___ _______________   Y
      XX01 534511               10001000     ADD'L   ___ _______________   Y
                                             CONV FACTOR           .0005
```

Note that the value in the CONV FACTOR field changes from **1** to **.0005**.

13. Identify and tag the PO line for the amount of the invoice and press Enter. (Refer to **Procedure 20: Entering Invoice Line Information for Matching Invoices**.)

Remember to type **684.45** in the AMOUNT field.

NOTES

14. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the invoice and to access a blank *IMP* screen.

In this walkthrough, you processed an invoice with a fractional quantity. You converted the unit of invoice (tons) to a unit of measure (pounds) which permitted the quantity to be a whole number. The units of measure involved in this conversion (tons and pounds) were defined in the NCAS and the system-calculated conversion factor equals the true numerical relationship. You were, therefore, able to use the electronic conversion for changing the unit of measure. In other words, you changed the value of the UOP field to convert tons to pounds.

Consequences of Inaccurate Conversions

Inaccurate conversions of the UOP to the UOI confuse the audit trail in the NCAS, negatively impact funds encumbrances and skew the purchasing statistics prepared for the General Assembly. These impacts are discussed in this section.

Fund Encumbrances

Funds encumbrances may remain open even when all the items have been paid for or they may close out before all the items have been paid for if units of measure are not accurately converted.

For example, suppose that 48 calendars are ordered and 4 dozen calendars are invoiced. If the AP clerk only changes the quantity to four but does not change the unit of measure, the system will think that only four calendars have been paid for. As a result, a funds encumbrance for 44 calendars will remain open in the system even though all the ordered calendars have been paid for.

Audit Trail

If the AP clerk does not correctly change the unit of measure on the *ILA* screen, then the *ILA* screen will not reflect the invoice information. Such differences confuse the audit trail maintained in the NCAS by making it more difficult to match records.

General Assembly Statistics

The NCAS maintains records and generates statistics such as average unit price for items. Such statistics are presented to the legislature periodically. If the units of measure are not converted, the purchasing statistics generated will be skewed.

NOTES

For example, in the preceding calendar example, if the AP clerk does not change eaches to dozens, the system will read the value in the AMOUNT field as applicable to 4 *eaches* instead of 4 *dozen.* As a result, the system will record a much higher average unit price for a calendar than what was actually paid.

Units of Measure Exercises

The following pages present three exercises involving UOP to UOI conversions. These exercises do not require you to use the computer. All of the information that you need to answer the questions is presented within the exercise. The answers to the exercises are located at the end of this section.

NOTES

EXERCISE 1: Converting the UOP to the UOI

SCENARIO

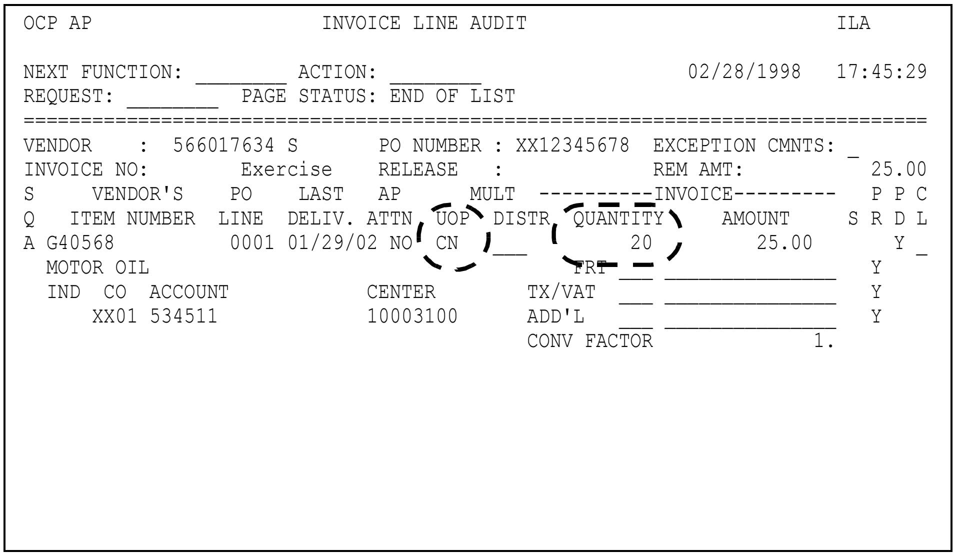
A buyer has ordered 20 cans of motor oil and you have received an invoice for 1 case of 20 cans of motor oil.

You are provided with a copy of the vendor's invoice and the screen captures of the *Invoice Line Audit (ILA)* and the *Units of Measure List (UML)* screens. Determine if an electronic conversion is possible and outline the steps to implement an electronic conversion.

The vendor's invoice follows:

Invoice: **NC Department of Correction** **Package and Distribution Center** **Raleigh, NC 27603**		**Invoice Number: Exercise** **Invoice Date: 02/28/2002** **Terms: Net**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Motor Oil	**1 case of 20 cans**	**25.00**	**25.00**
PO# XX12345678		**Freight:**	
		Tax:	**_**
		Total:	**25.00**

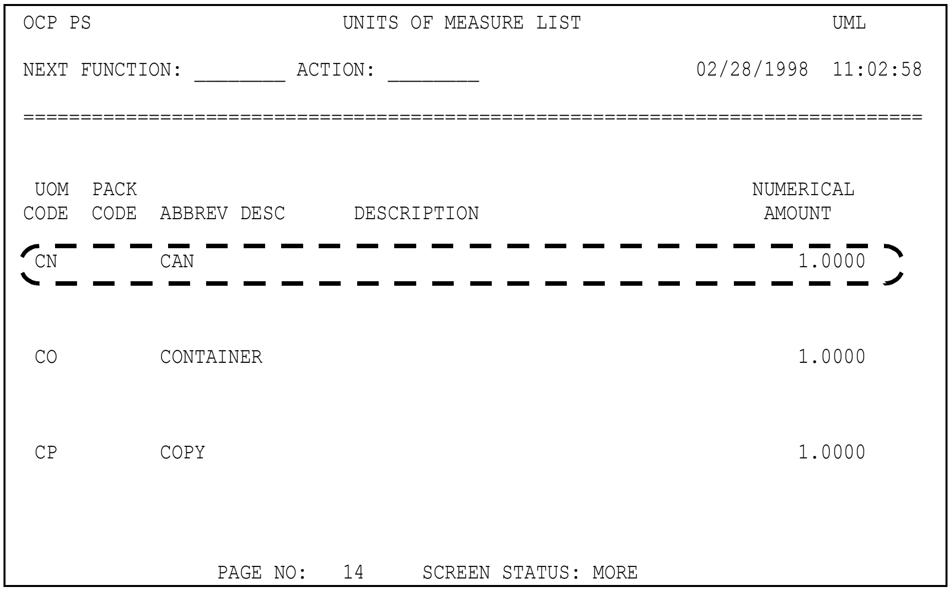
The *ILA* screen is as follows:



```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: ________ ACTION: ________                  02/28/1998   17:45:29
REQUEST: ________  PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  566017634 S       PO NUMBER : XX12345678  EXCEPTION CMNTS: _
INVOICE NO:        Exercise    RELEASE   :             REM AMT:           25.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE---------   P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN  UOP  DISTR  QUANTITY     AMOUNT     S R D L
A G40568          0001 01/29/02 NO  CN   ___         20         25.00       Y _
  MOTOR OIL                                     FRT ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 534511             10003100      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

The *UML* screen shows the following:



```
OCP PS                          UNITS OF MEASURE LIST                    UML

NEXT FUNCTION: ________ ACTION: ________                 02/28/1998  11:02:58

===============================================================================


 UOM  PACK                                                         NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                            AMOUNT

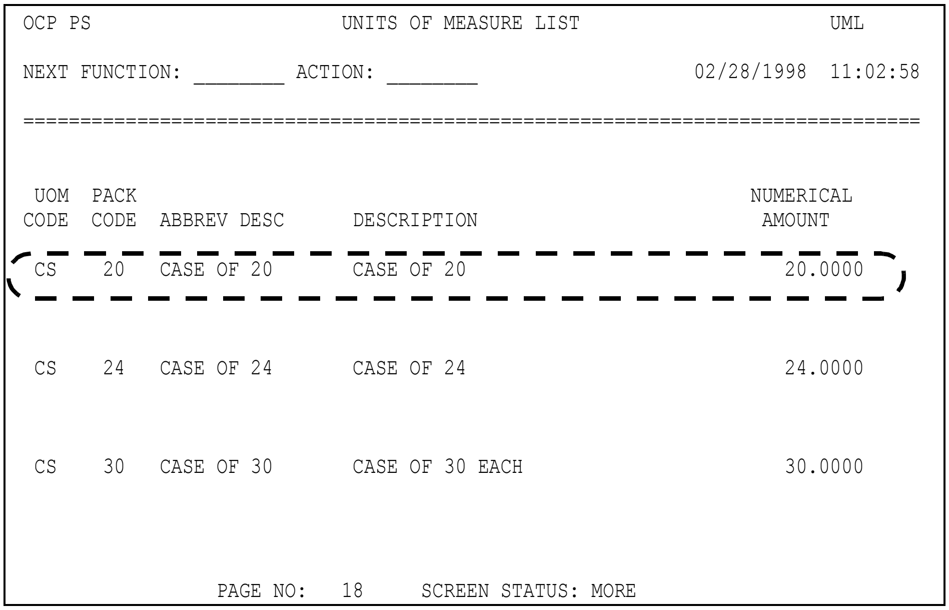
 CN         CAN                                                       1.0000


 CO         CONTAINER                                                 1.0000


 CP         COPY                                                      1.0000



                 PAGE NO:   14     SCREEN STATUS: MORE
```



```
OCP PS                          UNITS OF MEASURE LIST                    UML

NEXT FUNCTION: ________ ACTION: ________                 02/28/1998  11:02:58

===============================================================================


 UOM  PACK                                                         NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                            AMOUNT

 CS    20   CASE OF 20       CASE OF 20                              20.0000


 CS    24   CASE OF 24       CASE OF 24                              24.0000


 CS    30   CASE OF 30       CASE OF 30 EACH                         30.0000



                 PAGE NO:   18     SCREEN STATUS: MORE
```

Questions

1. What is the system-calculated conversion factor?
2. What is the true numerical relationship between a can and a case of 20?
3. What type of conversion would you use: electronic or manual?
4. Outline the steps to implement the conversion.

NOTES

EXERCISE 2: Converting the UOP to the UOI

SCENARIO

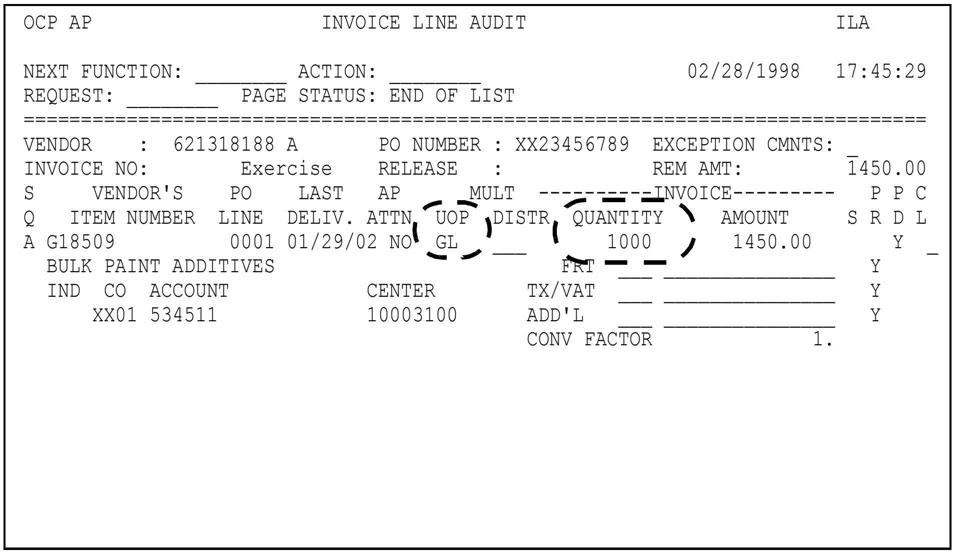
The buyer has ordered 1000 gallons of bulk paint additives and you have received an invoice for 10,000 pounds.

You are provided with a copy of the vendor's invoice and the screen captures of the *Invoice Line Audit (ILA)* and the *Units of Measure List (UML)* screens. You called the buyer who told you that there are 10 pounds in one gallon of paint additives. Determine whether you would use an electronic or manual conversion and outline the steps to implement the conversion.

The vendor's invoice is as follows:

Invoice: Baychem Inc **PO Box 3200** **Athens, GA 30144**		**Invoice Number: Exercise** **Invoice Date: 02/28/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Bulk Paint Additives	**10,000 pounds**	**0.145**	**1450.00**
		Freight:	
		Tax:	
		Total:	**1450.00**

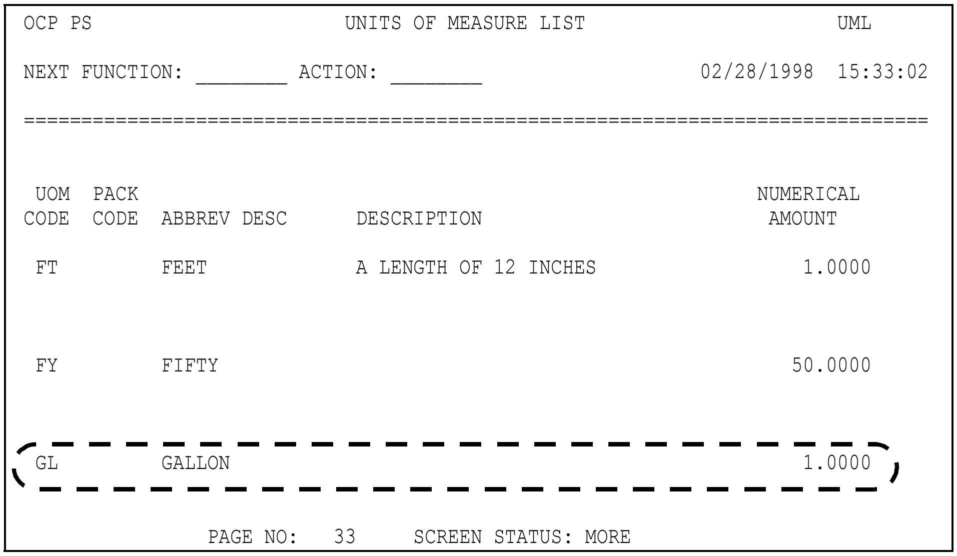
The *ILA* screen is as follows:



```
OCP AP                    INVOICE LINE AUDIT                          ILA

NEXT FUNCTION: ________ ACTION: ________               02/28/1998   17:45:29
REQUEST: ________  PAGE STATUS: END OF LIST
==============================================================================
VENDOR    :  621318188 A       PO NUMBER : XX23456789  EXCEPTION CMNTS: _
INVOICE NO:         Exercise    RELEASE   :             REM AMT:        1450.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE---------   P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN  UOP  DISTR  QUANTITY      AMOUNT     S R D L
A G18509          0001 01/29/02 NO   GL   ___        1000      1450.00       Y  _
  BULK PAINT ADDITIVES                         FRT  ___ _______________   Y
  IND  CO  ACCOUNT           CENTER        TX/VAT  ___ _______________   Y
      XX01 534511            10003100      ADD'L   ___ _______________   Y
                                           CONV FACTOR              1.
```

The *UML* screen shows the following:



```
OCP PS                      UNITS OF MEASURE LIST                       UML

NEXT FUNCTION: ________ ACTION: ________                02/28/1998  15:33:02

==============================================================================


 UOM  PACK                                                   NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                      AMOUNT

 FT         FEET             A LENGTH OF 12 INCHES               1.0000

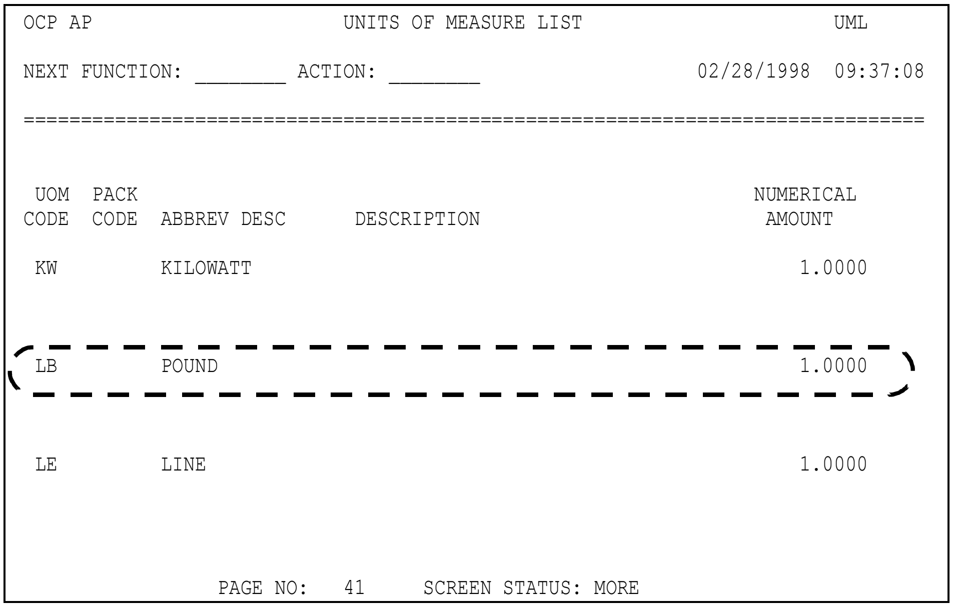


 FY         FIFTY                                               50.0000



 GL         GALLON                                               1.0000


                 PAGE NO:   33     SCREEN STATUS: MORE
```



```
OCP AP                      UNITS OF MEASURE LIST                       UML

NEXT FUNCTION: ________ ACTION: ________                02/28/1998  09:37:08

==============================================================================


 UOM  PACK                                                   NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                      AMOUNT

 KW         KILOWATT                                             1.0000



 LB         POUND                                                1.0000



 LE         LINE                                                 1.0000



                  PAGE NO:   41     SCREEN STATUS: MORE
```

Questions

1. What is the system-calculated conversion factor?
2. What is the true numerical relationship (or manually calculated conversion factor) between a gallon and a pound?
3. What type of conversion would you use: electronic or manual?
4. Outline the steps to implement the conversion.

NOTES

EXERCISE 3: Converting the UOP to the UOI

SCENARIO

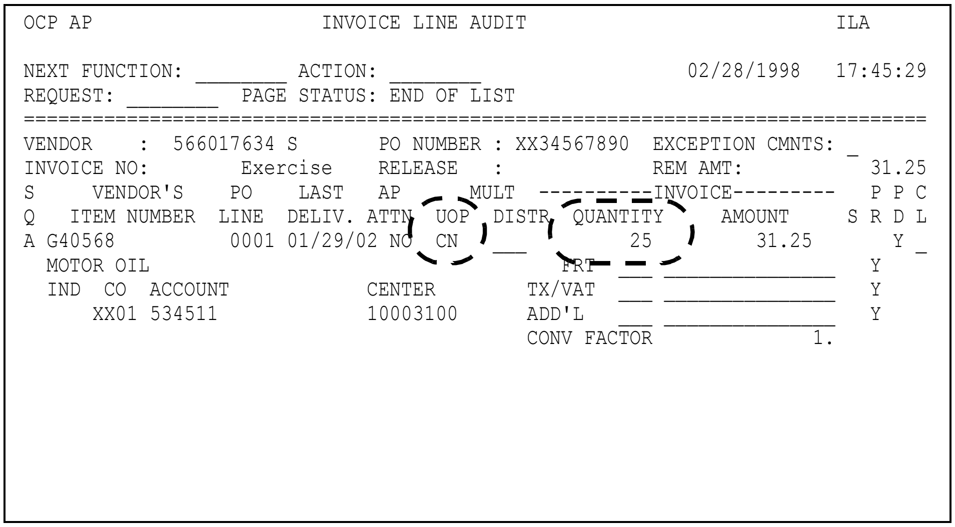
The buyer has ordered 25 cans of motor oil and you have received an invoice for 1 case of 25 cans.

You are provided with a copy of the vendor's invoice and the screen captures of the *Invoice Line Audit (ILA)* and the *Units of Measure List (UML)* screens. Determine whether you would use an electronic or manual conversion and outline the steps to implement the conversion.

The vendor's invoice is as follows:

Invoice: **NC Department of Correction** **Package and Distribution Center** **Raleigh, NC 27603**		**Invoice Number: Exercise** **Invoice Date: 02/28/2002** **Terms: Net**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Motor Oil	**1 case of 25 cans**	**31.25**	**31.25**
PO# XX34567890		**Freight:** **Tax:** **Total:**	**31.25**

The *ILA* screen is as follows:

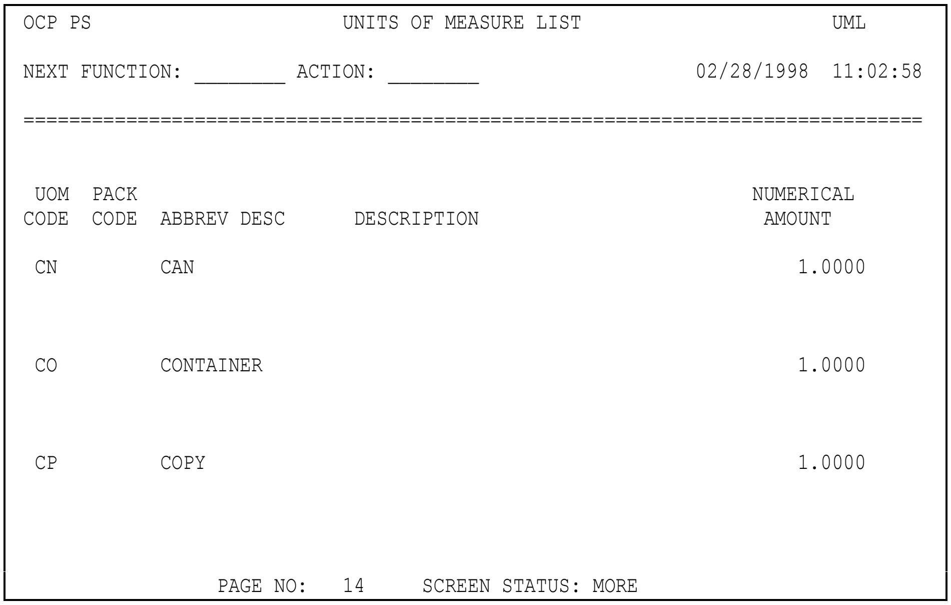


```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: ________ ACTION: ________                  02/28/1998   17:45:29
REQUEST: ________  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  566017634 S       PO NUMBER : XX34567890  EXCEPTION CMNTS: _
INVOICE NO:        Exercise    RELEASE   :             REM AMT:           31.25
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE---------   P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN  UOP  DISTR  QUANTITY     AMOUNT     S R D L
A G40568          0001 01/29/02 NO  CN   ___         25         31.25       Y _
  MOTOR OIL                                    FRT  ___ _______________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ _______________   Y
      XX01 534511             10003100      ADD'L   ___ _______________   Y
                                            CONV FACTOR              1.
```

The *UML* screen shows the following:

NOTES



```
OCP PS                     UNITS OF MEASURE LIST                      UML

NEXT FUNCTION: ________ ACTION: ________               02/28/1998  11:02:58

===============================================================================


 UOM  PACK                                                       NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                          AMOUNT

 CN         CAN                                                      1.0000



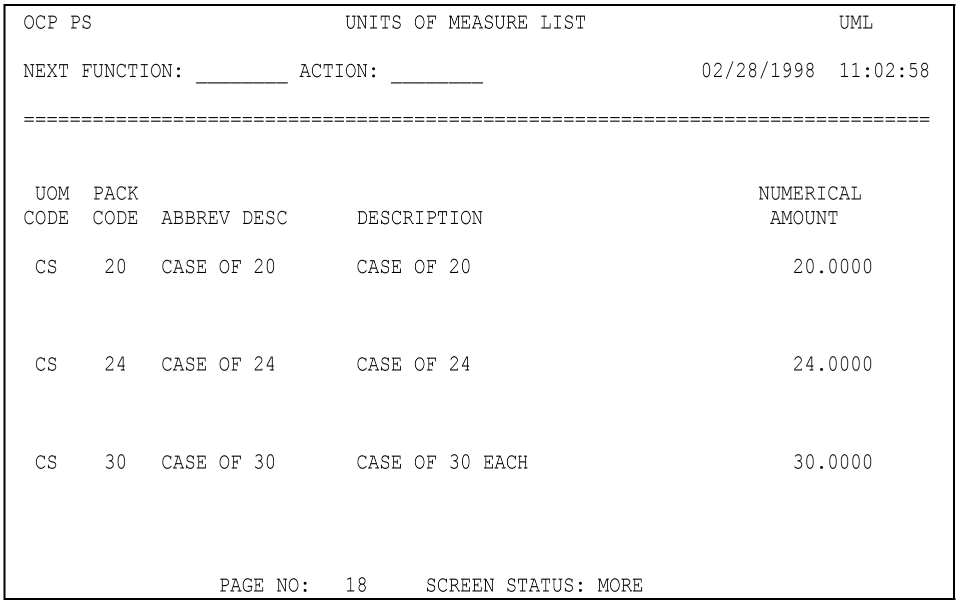
 CO         CONTAINER                                                1.0000



 CP         COPY                                                     1.0000




                  PAGE NO:   14     SCREEN STATUS: MORE
```



```
OCP PS                     UNITS OF MEASURE LIST                      UML

NEXT FUNCTION: ________ ACTION: ________               02/28/1998  11:02:58

===============================================================================


 UOM  PACK                                                       NUMERICAL
CODE  CODE  ABBREV DESC      DESCRIPTION                          AMOUNT

 CS    20   CASE OF 20       CASE OF 20                             20.0000



 CS    24   CASE OF 24       CASE OF 24                             24.0000



 CS    30   CASE OF 30       CASE OF 30 EACH                        30.0000




                  PAGE NO:   18     SCREEN STATUS: MORE
```

Questions

1. What is the system-calculated conversion factor?
2. What is the true numerical relationship (or manually calculated conversion factor) between a can and a case of 25?
3. What type of conversion would you use: electronic or manual?
4. Outline the steps to implement the conversion.

NOTES

Answers to Exercise 1

1. *What would the system-calculated conversion factor be?*

Conversion Factor (System) $= \frac{\text{NUMERICAL AMOUNT of UOI}}{\text{NUMERICAL AMOUNT of UOP}}$

$= \frac{20}{1}$

$= 20$

2. *What is the true numerical relationship between a can and a case of 20?*

The UOP is a can. The UOI is a case of 20.

Unit of Purchase	Unit of Invoice
Can	Case of 20

There are 20 cans in a case of 20. In other words, there are 20 UOPs in one UOI.

The true conversion factor is, therefore, 20.

3. *What type of conversion would you use: electronic or manual?*

An electronic conversion is possible because:

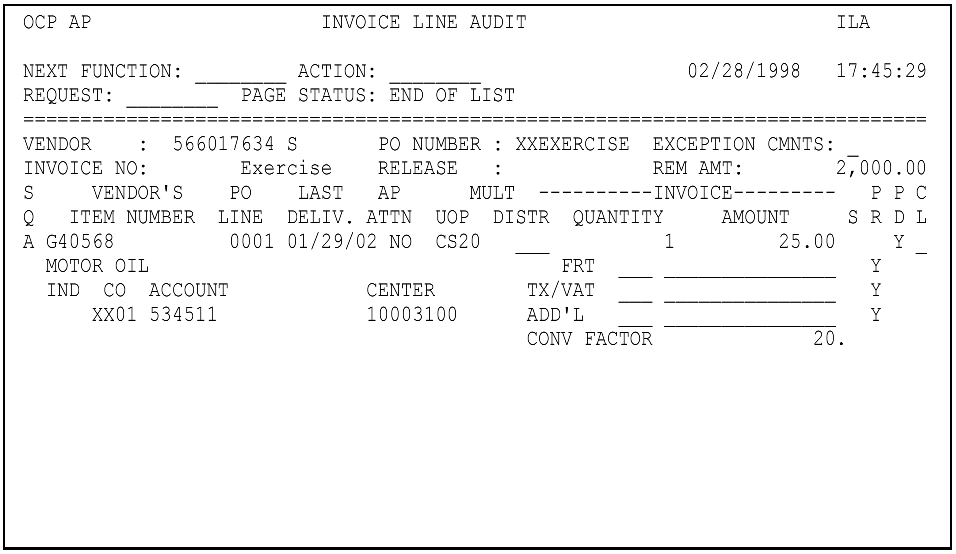
— A case of 20 is defined in the system *and*
— The system-calculated conversion factor equals the true numerical relationship (20) between a can and a case of 20.

4. *Outline the steps to implement the conversion.*

— Type **CS20** in the UOP field of the *ILA* screen.
— Type **1** in the QUANTITY field of the *ILA* screen to reflect the invoice quantity.
— Press Enter to process the changes.

The *ILA* screen should look as follows:

NOTES



```
OCP AP                    INVOICE LINE AUDIT                           ILA

NEXT FUNCTION: ________ ACTION: ________                  02/28/1998   17:45:29
REQUEST: ________  PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  566017634 S       PO NUMBER : XXEXERCISE  EXCEPTION CMNTS: _
INVOICE NO:        Exercise    RELEASE   :             REM AMT:        2,000.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE---------   P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN  UOP  DISTR  QUANTITY     AMOUNT     S R D L
A G40568         0001 01/29/02 NO  CS20   ___          1        25.00     Y _
  MOTOR OIL                                  FRT   ___ _______________   Y
  IND  CO  ACCOUNT            CENTER       TX/VAT  ___ _______________   Y
      XX01 534511             10003100     ADD'L   ___ _______________   Y
                                           CONV FACTOR              20.
```

Note that when you change the UOP field in the electronic conversion, the CONV FACTOR field is automatically calculated by the system.

Answers to Exercise 2

1. *What would the system-calculated conversion factor be?*

Conversion Factor (System) = $\frac{\text{NUMERICAL AMOUNT of UOI}}{\text{NUMERICAL AMOUNT of UOP}}$

$= \frac{1}{1}$

$= \mathbf{1}$

2. *What is the true numerical relationship (or manually calculated conversion factor) between a gallon and a pound?*

The UOP is a gallon. The UOI is a pound.

Unit of Purchase	Unit of Invoice
Gallon	Pound

There are 10 pounds in one gallon of paint additives. Therefore, there are 1/10 or 0.1 gallons in one pound of paint additives. In other words, there are 0.1 UOPs in one UOI.

The conversion factor, therefore, is **0.1**.

NOTES

3. *What type of conversion would you use: electronic or manual?*

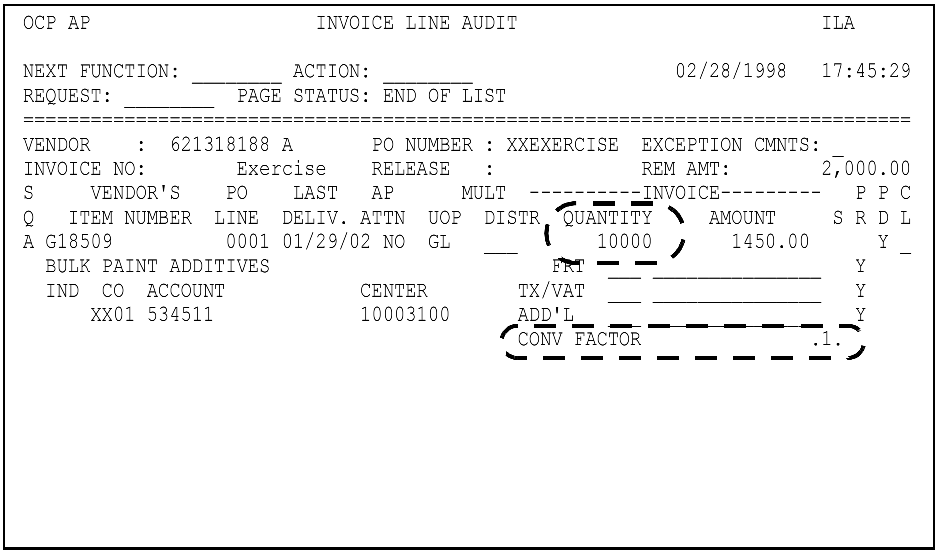
You would **manually** convert the UOP to the UOI because the system-calculated conversion factor (1) does not equal the true numerical relationship between a gallon and a pound (0.10).

> Remember that the conditions for manual conversion are:
>
> - The UOI does not already exist on the *UML* screen or
> - The UOI exists on the *UML* screen, but the ratio of the values in the NUMERICAL AMOUNT fields of the UOP and the UOI does not represent the true numerical relationship between these two units of measure.

4. *Outline the steps to implement the conversion.*

— Type **0.10** in the CONV FACTOR field on the *ILA* screen to change the conversion factor from **1** to **0.10**.
— Type **10000** in the QUANTITY field to reflect the invoice quantity.
— Press Enter to process the changes.

The *ILA* screen should look as follows:



```
OCP AP                    INVOICE LINE AUDIT                             ILA

NEXT FUNCTION: ________ ACTION: ________                  02/28/1998   17:45:29
REQUEST: ________  PAGE STATUS: END OF LIST
===============================================================================
VENDOR    :  621318188 A       PO NUMBER : XXEXERCISE  EXCEPTION CMNTS: _
INVOICE NO:        Exercise    RELEASE   :             REM AMT:        2,000.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE---------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN  UOP  DISTR  QUANTITY     AMOUNT     S R D L
A G18509         0001 01/29/02 NO  GL   ___       10000      1450.00      Y _
  BULK PAINT ADDITIVES                        FRT  ___ _______________  Y
  IND  CO  ACCOUNT           CENTER       TX/VAT  ___ _______________  Y
      XX01 534511            10003100     ADD'L                        Y
                                          CONV FACTOR             .1.
```

Answers to Exercise 3

1. *What would the system-calculated conversion factor be?*

The system does not calculate a conversion factor because a case of 25 is not defined in the system.

2. *What is the true numerical relationship (or manually calculated conversion factor) between a can and a case of 25?*

The UOP is a can. The UOI is a case of 25.

Unit of Purchase	Unit of Invoice
Can	Case of 25

There are 25 cans in one case of 25. In other words, there are 25 UOPs in one UOI.

The conversion factor, therefore, is **25**.

3. *What type of conversion would you use: electronic or manual?*

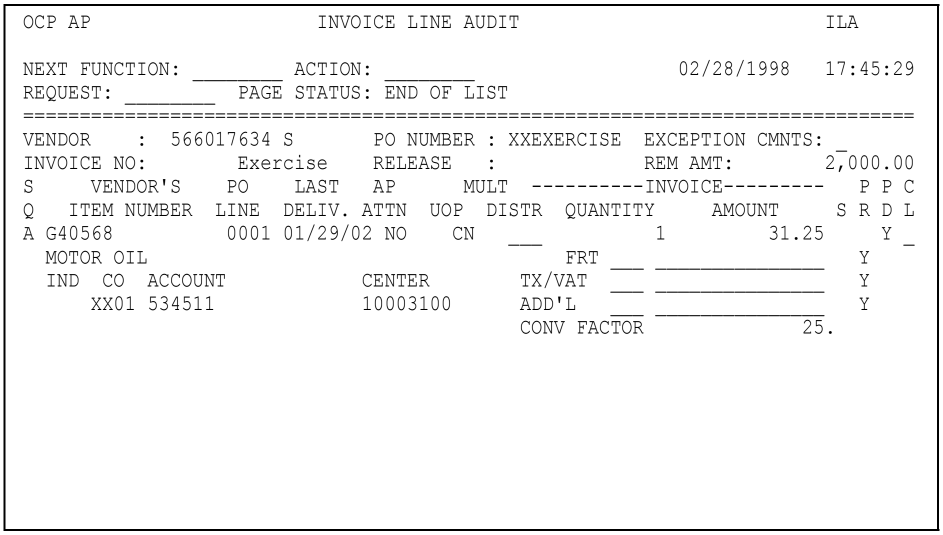
You would **manually** convert the UOP to the UOI because the UOI does not exist on the *UML* screen. In other words, a case of 25 is not defined in the NCAS.

> Remember that the conditions for manual conversion are:
>
> - The UOI does not already exist on the *UML* screen or
> - The UOI exists on the *UML* screen, but the ratio of the values in the NUMERICAL AMOUNT fields of the UOP and the UOI does not represent the true numerical relationship between these two units of measure.

4. *Outline the steps to implement the conversion.*

— Type **25** in the CONV FACTOR field on the *ILA* screen to change the conversion factor from **1** to **25**.
— Type **1** in the QUANTITY field to reflect the invoice quantity.
— Press Enter to process the changes.

The *ILA* screen should look as follows:



```
OCP AP                    INVOICE LINE AUDIT                            ILA

NEXT FUNCTION: ________ ACTION: ________                   02/28/1998   17:45:29
REQUEST: ________  PAGE STATUS: END OF LIST
================================================================================
VENDOR    :  566017634 S       PO NUMBER : XXEXERCISE  EXCEPTION CMNTS:  _
INVOICE NO:        Exercise    RELEASE   :             REM AMT:         2,000.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------   P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN  UOP  DISTR  QUANTITY     AMOUNT      S R D L
A G40568          0001 01/29/02 NO    CN   ___          1          31.25     Y _
  MOTOR OIL                                     FRT ___ ________________   Y
  IND  CO  ACCOUNT            CENTER        TX/VAT  ___ ________________   Y
      XX01 534511             10003100      ADD'L   ___ ________________   Y
                                            CONV FACTOR              25.
```

NOTES

SUMMARY

The AP clerk must convert the unit of measure on the *ILA* screen under either of the following two conditions:

- The unit of purchase and the unit of invoice are different.
- The invoice quantity is a fraction or decimal.

The AP clerk can convert the units of measure either electronically or manually. An electronic conversion is possible if *both* of the following conditions exist:

- The UOI is defined in the NCAS, that is, the UOI appears on the *UML* screen.
- The system-calculated conversion factor equals the true numerical relationship between the two units of measure.

If either of the above two conditions is not satisfied, the AP clerk must manually convert the UOP to the UOI.

🗀 The AP clerk must *either* electronically *or* manually convert the units of measure. In other words, the AP clerk must either change the UOP field (electronic conversion) or the CONV FACTOR field (manual conversion). Do *not* use both methods at the same time. If the AP clerk changes the UOP and enters a new conversion factor at the same time, the system will ignore the new factor entered. The system will only use the system-calculated factor.

Whenever the AP clerk converts the UOP to the UOI, he or she must remember to change the value in the QUANTITY field on the *ILA* screen to match the invoice quantity.

The UOP must be converted to the UOI to accurately maintain the audit trails, the funds encumbrances and the historical statistics in the system.

Adjusting Payments

Entering Matching Invoices | Applying Key Matching Concepts | Processing Invoice Exceptions | Obtaining Signature Verification | Converting Units of Measure | **Adjusting Payments** | Manually Closing PO Lines

Overview

When an agency returns goods to a vendor, the AP clerk must adjust the vendor's invoice and the payment appropriately. In general, payment is adjusted by issuing a debit memo against, or by applying a credit memo to, the invoice.

The timing of the goods return (whether the goods are returned before or after the invoice is entered in the system) affects the permit to pay (PTP) and, consequently, the processing of an invoice in the NCAS.

PTP and Invoicing Implications of Goods Returns

PO and Signature Payment Bases

Under the PO and signature payment bases, the permit-to-pay for a transaction is based on the quantity ordered. The timing of the return of goods under either of these bases, therefore, does not affect the permit to pay for that PO line. The system will permit payment of the invoice for the full quantity ordered, regardless of whether some goods have been returned.

🗁 For example, if 20 desks were ordered at $100 each under the PO payment basis, then the PTP for this transaction would be $2000. Even if five of these desks were returned, the PTP for this transaction would still be $2000. Therefore, if the vendor invoiced the agency for $2000 (even though the agency only bought $1500 worth), the system will permit full payment of this invoice.

Receipt Payment Basis

Under the receipt payment basis, the permit-to-pay for a transaction is calculated using actual or net goods received (quantity received minus quantity returned). The return of goods, therefore, affects the PTP allowed for an invoice.

NOTES

If the goods are returned and recorded as returns in the system before an invoice is entered in the system, the PTP for that invoice will be reduced. In other words, the system will not permit payment of the full invoice amount. The AP clerk will receive the following exception message**: 391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED**. The AP clerk must pass this invoice to the buyer for review and apply the buyer's instructions to the invoice.

🗁 For example, if 20 desks were ordered at $100 each under the receipt payment basis, and all 20 desks were received, the PTP for this transaction would be $2000. If five desks were later returned (before the invoice was entered in the system), then the PTP would be reduced to $1500. The system will now only permit payment of $1500 for this transaction. If the vendor invoices the agency for $2000, the AP clerk will get the preceding exception message when he or she tries to process the invoice.

If the goods are returned and recorded as returns in the system after an invoice is entered in the system, the system will allow the invoice to be paid for the full amount. When the returns are recorded in the system, the PTP is reduced and becomes a negative amount. However, the invoice will still be paid in full. The payment must subsequently be adjusted by issuing a debit memo or applying a credit memo against that invoice.

🗁 If the 20 desks were received and the invoice was processed in the system before any desks were returned, the system would permit payment of $2000 for the invoice. If 5 desks were returned subsequent to the processing of the invoice, the PTP would become ($1500 - $2000) or -$500. Eventually, the AP clerk will have to adjust the payment to remove the negative PTP.

Inspection Basis

Under this basis, the PTP for a transaction is calculated using the quantity of goods finalized in the system. Goods have to be returned or rejected before the goods are considered finalized in the system. Therefore, the PTP already incorporates the quantity of goods returned. The system will not permit processing of the invoice until the goods are finalized. Under this basis, therefore, goods can only be returned before the invoice is processed.

🗁 For example, if 20 desks are received, but only 15 are finalized, the PTP for this transaction is $1500. The system will only permit the vendor to be paid $1500.

Applying a Debit or Credit Memo

NOTES

If an invoice is processed in the system to be paid in full to a vendor and returns have been made, the vendor's invoice and the payment must be appropriately adjusted by the AP clerk. Generally, the vendor's invoice and the payment are adjusted by issuing a debit memo against the invoice or by applying a credit memo to the invoice. (Refer to **Procedure 9A** or **9B: Applying a Debit or Credit Memo** if you need information on how to process a debit or credit memo.)

A **debit memo** is an internal document while a **credit memo** is issued by the vendor. Both debit and credit memos are negative values in the system and reduce the value of the payment to the vendor. The debit or credit memo should preferably be processed in the same payment cycle as the invoice. If the debit or credit memo is processed in a different payment cycle than the actual invoice, it offsets any subsequent outstanding invoices to that vendor.

If a purchase order is closed before the debit or credit memo is applied, the order is reopened and is eligible for processing. If the agency does not plan to replace the goods returned, the PO line should be manually closed.

Manually Closing PO Lines to Invoicing

Entering Matching Invoices
Applying Key Matching Concepts
Processing Invoice Exceptions
Obtaining Signature Verification
Converting Units of Measure
Adjusting Payments
Manually Closing PO Lines

Closing PO Lines

When a PO line has been fully invoiced (i.e., the invoiced amount equals the PTP amount for that line), the system automatically closes the PO line to invoicing. If the AP clerk applies an invoice against a closed PO line, the system will display the following message: **480 - PO SELECTED NOT ELIGIBLE FOR INVOICING**. If a credit or debit memo is applied against a closed PO line, that line is reopened for further processing.

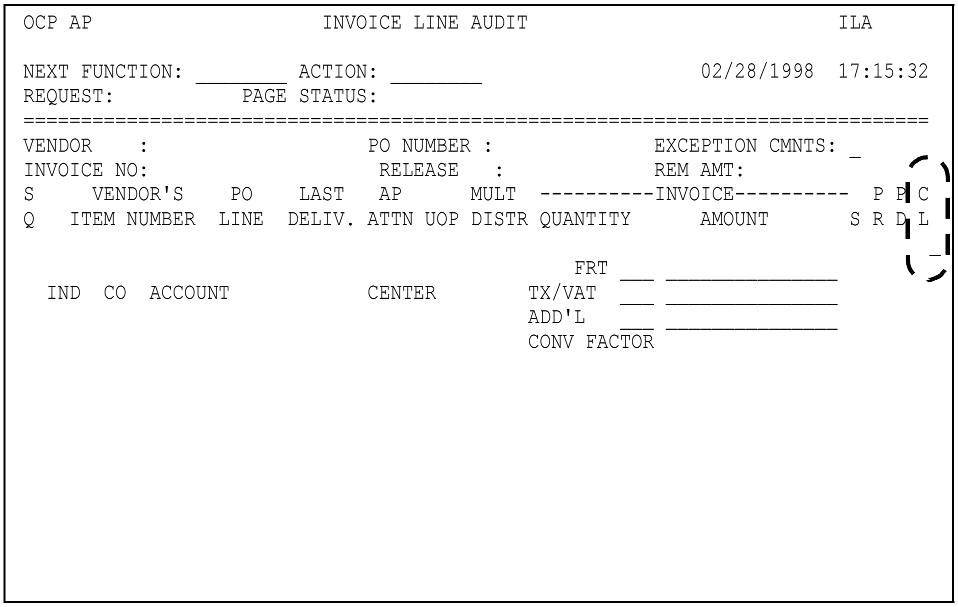
The system will not automatically close a PO line to invoicing under the following conditions:

- The PO line has not been fully invoiced (i.e., the PTP amount exceeds the invoiced amount).
- The PO line was reopened through the application of a credit or debit memo, but the agency is not planning to replace returns.
- The PO line was fully invoiced, but either the unit price or the extended value exceeded tolerances.

If any of the preceding conditions exist and the AP clerk knows that no more invoices will be applied against a particular PO line, he or she should manually close the PO line.

The PO line is manually closed through *the Invoice Line Audit (ILA)* screen. To manually close a PO line to invoicing, the AP clerk should type **Y** in the CL (CLOSE) field.

NOTES



```
OCP AP                    INVOICE LINE AUDIT                          ILA

NEXT FUNCTION: ________ ACTION: ________                    02/28/1998  17:15:32
REQUEST:           PAGE STATUS:
================================================================================
VENDOR    :                   PO NUMBER :               EXCEPTION CMNTS: _
INVOICE NO:                    RELEASE    :             REM AMT:
S     VENDOR'S    PO    LAST   AP       MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY       AMOUNT       S R D L
                                                                               _
                                                 FRT ___ _______________
  IND  CO  ACCOUNT            CENTER         TX/VAT  ___ _______________
                                             ADD'L   ___ _______________
                                             CONV FACTOR
```

To leave a PO line open to invoicing, the AP clerk must type **N** (No) in the CL field or leave the field blank.

Once the AP clerk has balanced the invoice and left the *ILA* screen, the PO line can be closed in the Purchasing module by the buyer only.

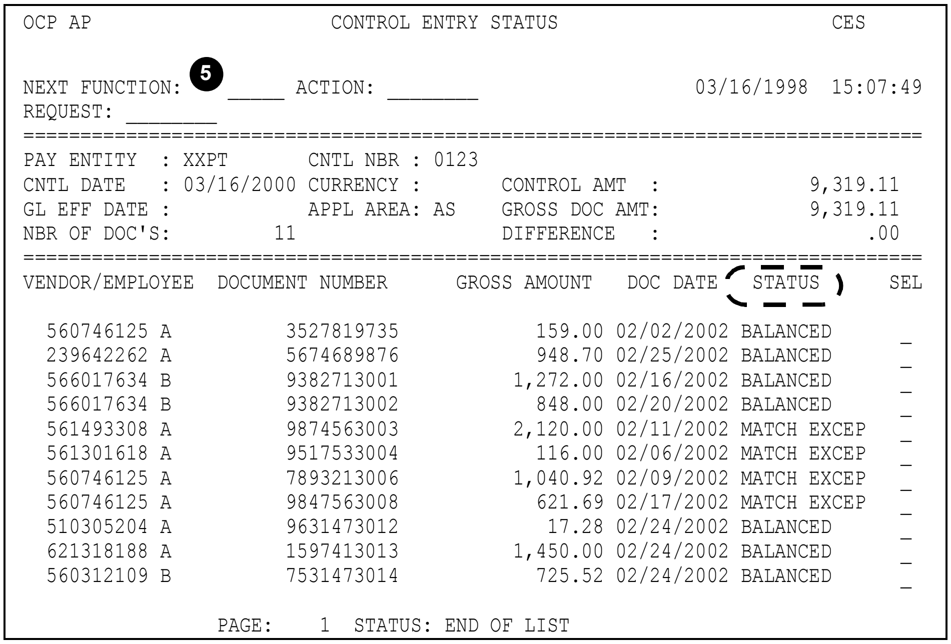
WALKTHROUGH: Balancing Control Groups

SCENARIO

You have worked with two control groups today: control groups 123 and 124. Balance these control groups. (Refer to **Procedure 35: Balancing an Outstanding Control Group**.)

1. Type **CGS** in the NEXT FUNCTION field to access the *Control Group Status (CGS)* screen.
2. Type **S** in the S (SELECT) field to *select* control group 123.
3. Press Enter to process the information. The *Control Entry Status (CES)* screen for control group 123 appears.

NOTES



```
OCP AP                     CONTROL ENTRY STATUS                        CES

NEXT FUNCTION: _____ ACTION: ________                   03/16/1998  15:07:49
REQUEST: ________
===============================================================================
PAY ENTITY  : XXPT       CNTL NBR : 0123
CNTL DATE   : 03/16/2000 CURRENCY :       CONTROL AMT  :             9,319.11
GL EFF DATE :            APPL AREA: AS    GROSS DOC AMT:             9,319.11
NBR OF DOC'S:         11                  DIFFERENCE   :                  .00
===============================================================================
VENDOR/EMPLOYEE  DOCUMENT NUMBER      GROSS AMOUNT   DOC DATE   STATUS        SEL

  560746125 A         3527819735           159.00 02/02/2002 BALANCED         _
  239642262 A         5674689876           948.70 02/25/2002 BALANCED         _
  566017634 B         9382713001         1,272.00 02/16/2002 BALANCED         _
  566017634 B         9382713002           848.00 02/20/2002 BALANCED         _
  561493308 A         9874563003         2,120.00 02/11/2002 MATCH EXCEP      _
  561301618 A         9517533004           116.00 02/06/2002 MATCH EXCEP      _
  560746125 A         7893213006         1,040.92 02/09/2002 MATCH EXCEP      _
  560746125 A         9847563008           621.69 02/17/2002 MATCH EXCEP      _
  510305204 A         9631473012            17.28 02/24/2002 BALANCED         _
  621318188 A         1597413013         1,450.00 02/24/2002 BALANCED         _
  560312109 B         7531473014           725.52 02/24/2002 BALANCED         _

                 PAGE:    1  STATUS: END OF LIST
```

4. Note the status of the documents in control group 123. A control group can only be balanced if *all* the documents in that control group have a **balanced** status.

   Control group 123 contains invoices that have been passed to the buyer for resolution of exceptions. These invoices do *not* have a **balanced** status. Therefore, control group 123 cannot be balanced until all the invoices have been resolved and balanced.

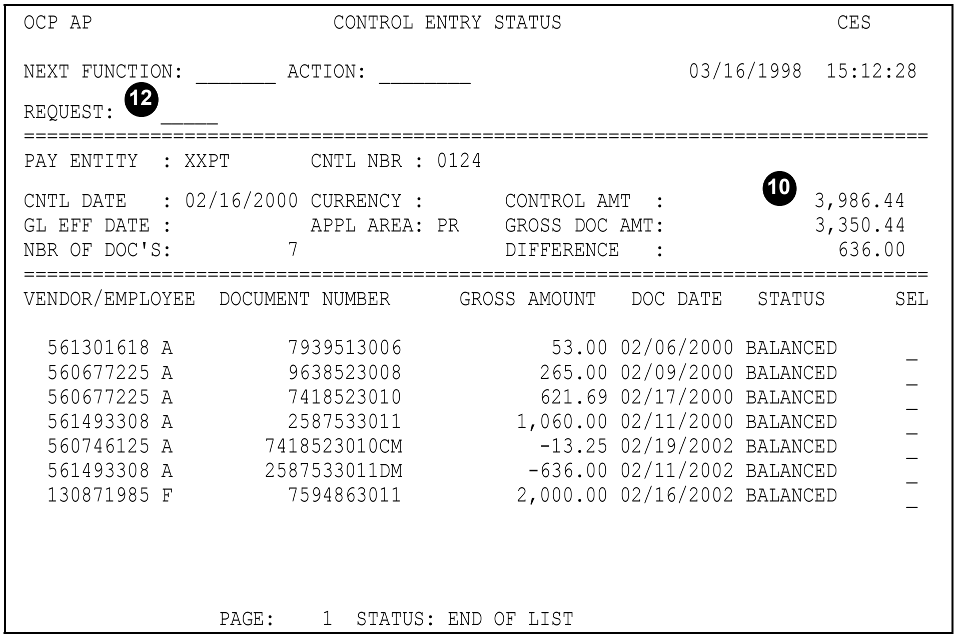
   To balance control group 124, do the following:

5. Type **CGS** in the NEXT FUNCTION field to access the *Control Group Status (CGS)* screen.

6. Type **S** in the S (SELECT) field to *select* control group 124.

7. Press Enter to process the information. The *Control Entry Status (CES)* screen for control group 124 appears.

NOTES



```
OCP AP                     CONTROL ENTRY STATUS                       CES

NEXT FUNCTION: _______ ACTION: ________                03/16/1998  15:12:28
REQUEST:   _____
===========================================================================
PAY ENTITY  : XXPT       CNTL NBR : 0124

CNTL DATE   : 02/16/2000 CURRENCY :       CONTROL AMT  :            3,986.44
GL EFF DATE :            APPL AREA: PR    GROSS DOC AMT:            3,350.44
NBR OF DOC'S:          7                  DIFFERENCE   :              636.00
===========================================================================
VENDOR/EMPLOYEE  DOCUMENT NUMBER      GROSS AMOUNT   DOC DATE   STATUS     SEL

  561301618 A         7939513006           53.00 02/06/2000 BALANCED      _
  560677225 A         9638523008          265.00 02/09/2000 BALANCED      _
  560677225 A         7418523010          621.69 02/17/2000 BALANCED      _
  561493308 A         2587533011        1,060.00 02/11/2000 BALANCED      _
  560746125 A       7418523010CM          -13.25 02/19/2002 BALANCED      _
  561493308 A       2587533011DM         -636.00 02/11/2002 BALANCED      _
  130871985 F         7594863011        2,000.00 02/16/2002 BALANCED      _




                 PAGE:    1  STATUS: END OF LIST
```

8. Verify that the value in the GROSS DOCUMENT AMOUNT and the CONTROL AMOUNT fields is the same.

   The value in the GROSS DOC AMOUNT field is 3,350.44. The value in the CONTROL AMOUNT field is 3,986.44. The discrepancy between the GROSS DOC AMOUNT and CONTROL AMOUNT field ($636.00) appears in the DIFFERENCE field.

9. Check the invoice amounts on the calculator tape against the invoice amounts displayed on the *Control Entry Status (CES)* screen.

   The calculator tape totals 3,350.44. A debit memo for $636.00 was not included in the CONTROL AMOUNT total.

10. Type **3,350.44** in the CONTROL AMOUNT field. Erase any characters remaining in the field.

11. Write **3,350.44** on the Control Group Header Sheet to revise the old total. (In this exercise, do not carry out this step.)

12. Type **BAL** in the REQUEST field and press Enter to *balance* control group 124.

    A blank *Control Document Entry (CDE)* screen appears with the following message: **0200 - ENTER CONTROL GROUP INFORMATION**. You can now enter a new control group.

SUMMARY

NOTES

In this section, you have learned to match invoices to purchase orders using the NCAS. Specifically, you have learned how to:

- Process matching invoices in the NCAS
- Apply key matching concepts such as the payment basis and the base permit-to-pay
- Process invoice header and line exceptions
- Obtain signature verification for invoices
- Convert one unit of measure to another
- Adjust payments after goods have been returned
- Manually close a PO line to invoicing

The NCAS facilitates the matching process because automated matching of purchase orders, invoices and receipts is available. The AP clerk no longer has to manually match documents. The AP clerk also does not have to physically research documents because all the information related to the transaction is available through inquiry screens in the system. The NCAS also reduces time spent in resolving problem invoices because documents can be passed electronically between the buyer and the AP clerk.

Processing Employee Transactions

Adding and Changing Vendors
Creating Control Groups
Processing Direct Invoices
Processing Matching Invoices
Processing Employee Transactions
Handling Special AP Processes
Maintaining AP Documents
Reviewing AP Information

Overview

This section explains how to process employee transactions, such as employee travel advances and reimbursements, in the NCAS. The employee travel advance process should be used in conjunction with the employee reimbursement process to automate the accounting and tracking of amounts due to and due from individual employees. Employee transactions are entered in a separate employee paying entity (XXPE).

The *Processing Employee Transactions* section is divided into the following two subsections.

Processing Employee Travel Advances

An **employee travel advance** is requested by an employee in anticipation of travel expenses. This subsection explains how to process travel advances to employees in the NCAS.

Processing Employee Reimbursements

Employees need to be reimbursed for business expenses which may or may not be related to previously issued travel advances. This subsection explains how to process a reimbursement with or without an advance.

Processing Employee Travel Advances

Processing Employee Travel Advances
Processing Employee Reimbursements

Overview

An **employee travel advance** is requested by an employee in anticipation of travel expenses. Advances are approved according to agency policy. Travel advances are keyed into the system individually. They do not require a Control Group Header sheet.

If an employee does not spend the entire advance amount, he or she owes the state the difference between the amount spent and the advance amount.

If an employee spends more than the advance, the system will reimburse the employee the difference after he or she has entered his or her expenses. (Regardless of whether or not the entire advance is utilized, an expense reimbursement must be turned in by the employee to record his or her expenses.)

Travel advances are entered on the *Employee Advance Request (EAR)* screen.

The *EAR* screen allows you to:

- Create and maintain information about an employee advance
- Indicate when the advance is paid to the employee

In the NCAS, a travel advance has either a temporary or a permanent status.

Temporary Advances

A **temporary advance** is issued to an employee who will not receive any reimbursement (except salary) other than travel. An advance *must* have a temporary status for an expense to be offset against it.

The NCAS does not provide a mechanism to match a specific advance to a specific reimbursement. All temporary advances are available for application until the amount of the open temporary advances are exceeded. The system will only generate a check for an employee vendor once the balance for all temporary advances is zero.

NOTES

If there is an open temporary advance for an employee, then *any* reimbursement (including reimbursements that are not travel-related) requested by that employee will be applied to that open advance.

For example, assume that Employee A received a $200 travel advance and that advance has a temporary status in the NCAS. Employee A further incurred another $50 expense because she bought some coffee for the office coffee pot. This non-travel expense will be offset against the $200 advance because of the advance's temporary status.

Permanent Advances

The system will not apply reimbursements to an advance with a **permanent** status. At year-end, all permanent advances must be paid back. The status of the advance must be changed from permanent to temporary to clear the advance.

If your agency permits the issuance of multiple travel advances for a single employee, *all* the advances should be entered into the NCAS with a permanent status. A particular advance's status must be changed from permanent to temporary only when the employee submits a reimbursement request against that advance. Using permanent and temporary statuses in this manner will help to prevent expenses from being offset against the wrong advance.

Note that once an advance has been entered, the only change allowed on the *Employee Advance Request (EAR)* screen is changing the **P** (*permanent*) to a **T** (*temporary*) in the ADVANCE TYPE field.

Naming or Numbering Advances

Advances are sorted and offset alphanumerically. Therefore, it is important that each agency devise a consistent scheme for naming or numbering advance documents. Because advances are associated with an employee number, advance names or numbers can be used for more than one employee.

If documents are not consistently named or numbered, expenses may be offset against the wrong temporary advance. If there is more than one open temporary advance for an employee, the advances are offset in the order of the advance name or number.

It is recommended that the abbreviation "ADV" precede an advance's name or number (e.g., ADV091103).

🗁 If the name of an advance begins with a space, the NCAS will offset this advance first. It will then offset advances that begin with alpha characters, followed by advances that begin with numeric characters. The following is an example of the order in which the NCAS offsets advances. Because the prefix “ADV” is used for all three advances, the system reads the character following the prefix in order to sort the advances.

— ADV MSAS7

— ADVSTAV11

— ADV011203

Information Technology Project Accounting

If your agency flags employee advances for Information Technology Project reporting, a valid project company and project code can be added in the TRIP-CO and NUMBER fields. After nexting the invoice, editing options for project information are limited to the following:

- Changing an existing project company/project code
- Deleting a project company/project code on individual lines. (At least one line must contain a project company/project code.)

If an invoice is nexted without a project company/project code on at least one line, no project information may be added to the invoice.

For additional information and explanation, refer to **QRG 14: Information Technology Project Accounting**.

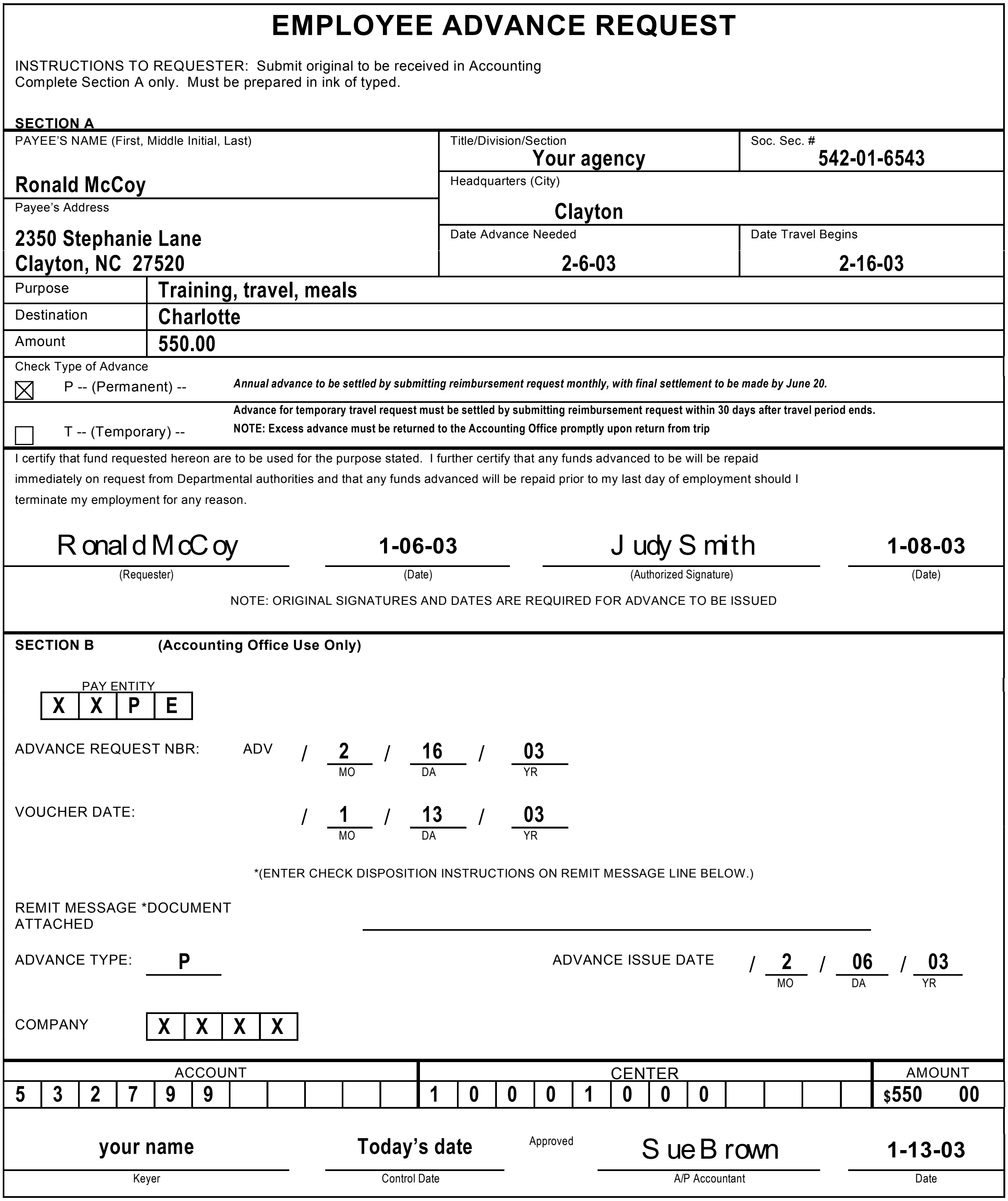
WALKTHROUGH: Entering an Employee Travel Advance

SCENARIO

Ronald McCoy has just submitted the following Employee Advance Request sheet in anticipation of travel expenses. You need to enter the advance on the system.

Note that employee advances are the only AP documents that are *not* entered in control groups in the NCAS.

The advance is marked as a temporary advance on the Employee Advance Form. However, for this exercise, you will assume that your agency’s policy allows multiple travel advances per employee. Therefore, you will enter this advance as a permanent advance.



EMPLOYEE ADVANCE REQUEST

INSTRUCTIONS TO REQUESTER: Submit original to be received in Accounting
Complete Section A only. Must be prepared in ink of typed.

SECTION A

PAYEE'S NAME (First, Middle Initial, Last) **Ronald McCoy**	Title/Division/Section **Your agency**	Soc. Sec. # **542-01-6543**
	Headquarters (City) **Clayton**	
Payee's Address **2350 Stephanie Lane** **Clayton, NC 27520**	Date Advance Needed **2-6-03**	Date Travel Begins **2-16-03**

Purpose	**Training, travel, meals**
Destination	**Charlotte**
Amount	**550.00**

Check Type of Advance

☒ P -- (Permanent) -- *Annual advance to be settled by submitting reimbursement request monthly, with final settlement to be made by June 20.*

☐ T -- (Temporary) -- **Advance for temporary travel request must be settled by submitting reimbursement request within 30 days after travel period ends.**
NOTE: Excess advance must be returned to the Accounting Office promptly upon return from trip

I certify that fund requested hereon are to be used for the purpose stated. I further certify that any funds advanced to be will be repaid immediately on request from Departmental authorities and that any funds advanced will be repaid prior to my last day of employment should I terminate my employment for any reason.

Ronald McCoy	**1-06-03**	Judy Smith	**1-08-03**
(Requester)	(Date)	(Authorized Signature)	(Date)

NOTE: ORIGINAL SIGNATURES AND DATES ARE REQUIRED FOR ADVANCE TO BE ISSUED

SECTION B **(Accounting Office Use Only)**

PAY ENTITY

X	X	P	E

ADVANCE REQUEST NBR: ADV / **2** (MO) / **16** (DA) / **03** (YR)

VOUCHER DATE: / **1** (MO) / **13** (DA) / **03** (YR)

*(ENTER CHECK DISPOSITION INSTRUCTIONS ON REMIT MESSAGE LINE BELOW.)

REMIT MESSAGE *DOCUMENT ATTACHED ______

ADVANCE TYPE: **P**

ADVANCE ISSUE DATE / **2** (MO) / **06** (DA) / **03** (YR)

COMPANY

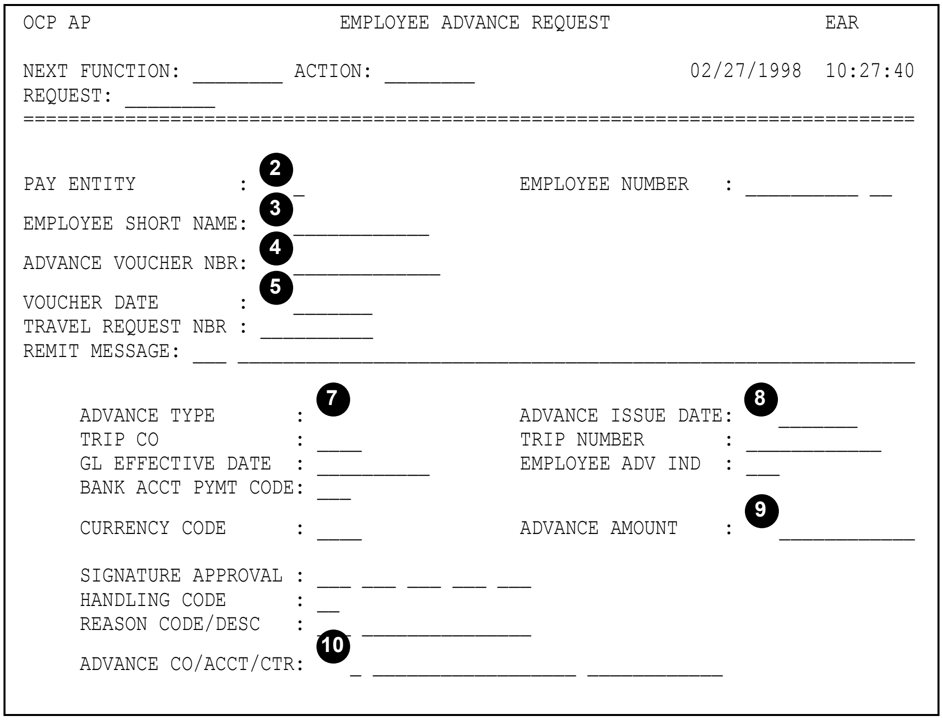
X	X	X	X

ACCOUNT										CENTER												AMOUNT
5	3	2	7	9	9					1	0	0	0	1	0	0	0					$550 00

your name	**Today's date**	Approved Sue Brown	**1-13-03**
Keyer	Control Date	A/P Accountant	Date

1. Type **EAR** in the NEXT FUNCTION field and press Enter to access the *Employee Advance Request (EAR)* screen.

NOTES



```
OCP AP                      EMPLOYEE ADVANCE REQUEST                  EAR

NEXT FUNCTION: ________ ACTION: ________                   02/27/1998  10:27:40
REQUEST: ________
==============================================================================

PAY ENTITY        :   _                   EMPLOYEE NUMBER   : __________ __

EMPLOYEE SHORT NAME:   ____________

ADVANCE VOUCHER NBR:   _____________

VOUCHER DATE      :   _______
TRAVEL REQUEST NBR : __________
REMIT MESSAGE: ___ ____________________________________________________________

     ADVANCE TYPE       :                 ADVANCE ISSUE DATE:   _______
     TRIP CO            : ____            TRIP NUMBER       : ____________
     GL EFFECTIVE DATE  : __________      EMPLOYEE ADV IND  : ___
     BANK ACCT PYMT CODE: ___

     CURRENCY CODE      : ____            ADVANCE AMOUNT    :   ____________

     SIGNATURE APPROVAL : ___ ___ ___ ___ ___
     HANDLING CODE      : __
     REASON CODE/DESC   : ___ ______________

     ADVANCE CO/ACCT/CTR:     _ __________________ ____________
```

2. Type your ***employee*** **paying entity (XXPE)** in the PAY ENTITY field. Remember that the pay entity for employees is XXPE.

3. Type **McCoy@** in the EMPLOYEE SHORT NAME field. As an alternative to entering the short name, you can type the **employee number** (if known) in the EMPLOYEE NUMBER field.

4. Type **ADV021603** in the ADVANCE VOUCHER NBR field to identify this entry as an advance beginning on this date. The format for this field is suggested but not required by your agency.

5. Type **011303** in the VOUCHER DATE field to correspond with the date the employee submitted his or her advance request.

6. Press Enter to verify the employee name and number.

7. Type **P** in the ADVANCE TYPE field to specify that this is a *permanent* advance.

8. Type **020603** in the ADVANCE ISSUE DATE field to specify the date on which the advance should be issued to the employee. If the employee does not need the advance immediately, enter a date that precedes the date on which the business expense will occur. This date should be consistent with your agency's policies. (For this example, 10 days is used.)

9. Type **550.00** in the ADVANCE AMOUNT field to indicate the total amount of the advance to be issued to the employee. For a temporary advance, this is the amount used to offset expenses from the employee.

NOTES

10. Type **XX01 532799 10001000** in the ADVANCE CO/ACCT/CTR field to specify the accounting distribution.

11. Press Enter to validate the entries and access a blank *Employee Advance Request (EAR)* screen.

You have just entered an employee advance for Ronald McCoy.

Activity: Entering an Employee Travel Advance

SCENARIO

Anne C. Lynch has just submitted the following Employee Advance Request sheet in order to obtain money to cover her frequent travel expenses. You need to enter the advance on the system. Note that Ms. Lynch has included a remit message.

EMPLOYEE ADVANCE REQUEST

INSTRUCTIONS TO REQUESTER: Submit original to be received in Accounting
Complete Section A only. Must be prepared in ink of typed.

SECTION A

PAYEE'S NAME (First, Middle Initial, Last) Anne C. Lynch	Title/Division/Section Your agency	Soc. Sec. # 125-69-5432
	Headquarters (City) Raleigh	
Payee's Address 3218 Glenwood Ave Raleigh, NC 27609	Date Advance Needed 01-16-03	Date Travel Begins 01-26-03

Purpose	Training various agencies on the NCAS
Destination	Charlotte, Greensboro, Chapel Hill, Winston-Salem
Amount	1000.00

Check Type of Advance

☒ P -- (Permanent) -- ***Annual advance to be settled by submitting reimbursement request monthly, with final settlement to be made by June 20.***

☐ T -- (Temporary) -- **Advance for temporary travel request must be settled by submitting reimbursement request within 30 days after travel period ends. NOTE: Excess advance must be returned to the Accounting Office promptly upon return from trip**

I certify that fund requested hereon are to be used for the purpose stated. I further certify that any funds advanced to be will be repaid immediately on request from Departmental authorities and that any funds advanced will be repaid prior to my last day of employment should I terminate my employment for any reason.

Anne C. Lynch	01-05-03	Tom Woo	01-06-03
(Requester)	(Date)	(Authorized Signature)	(Date)

NOTE: ORIGINAL SIGNATURES AND DATES ARE REQUIRED FOR ADVANCE TO BE ISSUED

SECTION B **(Accounting Office Use Only)**

PAY ENTITY

X	X	P	E

ADVANCE REQUEST NBR: ADV / 01 / 26 / 03 (MO DA YR)

VOUCHER DATE: / 01 / 09 / 03 (MO DA YR)

*(ENTER CHECK DISPOSITION INSTRUCTIONS ON REMIT MESSAGE LINE BELOW.)

REMIT MESSAGE *DOCUMENT ATTACHED: This Advance must be paid back by 03-01-03.

ADVANCE TYPE: P

ADVANCE ISSUE DATE / 01 / 16 / 03 (MO DA YR)

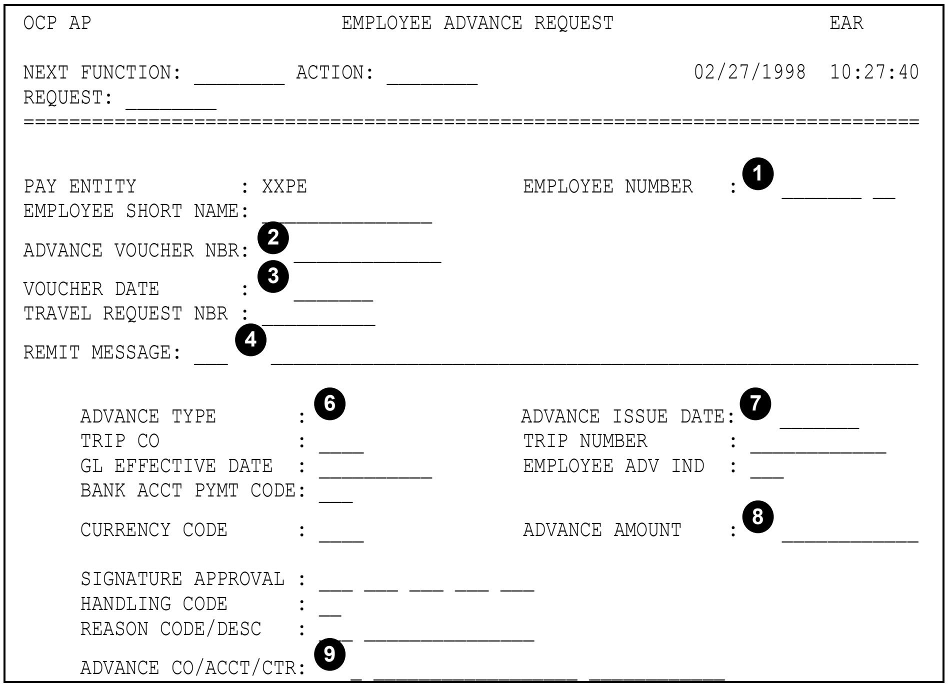
COMPANY

X	X	0	1

ACCOUNT										CENTER												AMOUNT	
5	3	2	7	9	9					1	0	0	0	1	0	0	5					$1000	00

		Approved	
your name	Today's date	Janet Wilson	01-12-03
Keyer	Control Date	A/P Accountant	Date

NOTES



```
OCP AP                        EMPLOYEE ADVANCE REQUEST                  EAR

NEXT FUNCTION: ________ ACTION: ________                 02/27/1998  10:27:40
REQUEST: ________
================================================================================


PAY ENTITY         : XXPE                  EMPLOYEE NUMBER    :   _______ __
EMPLOYEE SHORT NAME: _______________
ADVANCE VOUCHER NBR:   _____________
VOUCHER DATE       :   _______
TRAVEL REQUEST NBR : __________
REMIT MESSAGE: ___   _________________________________________________________

     ADVANCE TYPE       :                  ADVANCE ISSUE DATE:   _______
     TRIP CO            : ____             TRIP NUMBER       : ____________
     GL EFFECTIVE DATE  : __________       EMPLOYEE ADV IND  : ___
     BANK ACCT PYMT CODE: ___
     CURRENCY CODE      : ____             ADVANCE AMOUNT    :   ____________

     SIGNATURE APPROVAL : ___ ___ ___ ___ ___
     HANDLING CODE      : __
     REASON CODE/DESC   : ___ _______________
     ADVANCE CO/ACCT/CTR:   _ __________________ ____________
```

1. Type **125695432** in the EMPLOYEE NUMBER field.
2. Type **ADV012603** in the ADVANCE VOUCHER NBR field.
3. Type **010903** in the VOUCHER DATE field.
4. Type **This advance must be paid back by 03-01-03.** in the second REMIT MSG field.

> Do not use slashes in the REMIT MSG field. This will cause a problem with the check printing software.

5. Press Enter to verify the employee name and number.
6. Type **P** in the ADVANCE TYPE field to specify that this is a *permanent* advance.
7. Type **011603** in the ADVANCE ISSUE DATE field. Remember that if the employee does not need the advance immediately, you enter a date that precedes the date on which the business expense will occur. (For this example, 10 days is used.)
8. Type **1000.00** in the ADVANCE AMOUNT field.
9. Type **XX01 532799 10001005** in the ADVANCE CO/ACCT/CTR field.
10. Press Enter to validate the entries and access a blank *Employee Advance Request (EAR)* screen.

You have entered an employee advance for Anne C. Lynch.

Processing Employee Reimbursements

Processing Employee Travel Advances

Processing Employee Reimbursements

Overview

An **employee reimbursement** is requested by an employee after he or she has incurred a travel or business expense. Reimbursements are approved according to agency policy.

Employee reimbursements:

- Affect the availability of funds
- Are entered within control groups using the *Control Document Entry (CDE)* screen

After the control group header information is entered on the *CDE* screen, employee reimbursements are entered on the *Employee Expense Worksheet 1(EWS-1T)* screen. This screen is identical to the *Invoice Worksheet 1 (IWS-1T)* screen, except that it refers to employees rather than to invoices.

If the expense does not have to be matched against an advance to an employee, ensure that there are no *temporary* advances open for that employee. If this employee has any advances, the advance(s) should have a *permanent* status.

Information Technology Project Accounting

If your agency flags employee expense reimbursements for Information Technology Project reporting, a valid project company and project code can be added in the TRIP-CO and NUMBER fields. After nexting the invoice, editing options for project information are limited to the following:

- Changing an existing project company/project code
- Deleting a project company/project code on individual lines. (At least one line must contain a project company/project code.)

If an invoice is nexted without a project company/project code on at least one line, no project information may be added to the invoice.

For additional information and explanation, refer to **QRG 14: Information Technology Project Accounting**.

WALKTHROUGH: Entering an Employee Reimbursement

SCENARIO

You need to key in two employee reimbursements that are attached to the following Control Group Header sheet.

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY ☒ **XXPE** ☐ ______

☐ ______ **Other** ______

ENTRY METHOD

☐ DIRECT INVOICES

☐ MATCHING INVOICES

☒ EMPLOYEE INVOICES

CONTROL GROUP DATE: **TODAY'S DATE**

CONTROL GROUP NUMBER: **125**

OPERATOR ID: ________________ **YOUR INITIALS**

DBS # Initials

	INVOICE NUMBER	NUMBER OF DOCUMENTS	AMOUNT
PER TAPE		**2**	**538.30**
ADJUSTMENTS			
AMOUNT ENTERED		**2**	**538.30**

NOTES

1. Remember to first enter the control group header information on the *Control Document Entry (CDE)* screen. (Refer to **Procedure 7: Entering a Control Group**.)

    - To indicate that this control group covers *employee* reimbursements, type **E** in the ENTRY METHOD field.
    - The employee paying entity is **XXPE**.

2. Press Enter to process the control group header information and to access the *Employee Expense Worksheet 1 (EWS-1T)* screen.

REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCURRED IN THE DISCHARGE OF OFFICIAL DUTY

INSTRUCTIONS TO CLAIMANT: Submit one original to Accounting. Attach all necessary receipts and other supporting documents to this form. Retain one (1) copy for your records. Please complete AMOUNT, COMPANY , ACCOUNT, and CENTER fields. Must be filed at lease monthly and not later than 30 days after month ends. Must be prepared ink or typed.

Payee's Name (First, Middle Initial, Last) **Scott Hanes**	Division/Section **Your Agency**	Soc. Sec. # **330-59-5336**
Payee's Address (Street) **7400 Tall Oaks Ct.**	Title **Assistant**	Headquarters (City) **Raleigh**
(City, State, Zip) **Raleigh, NC 27609**	Period Covered by this Request (from/to) **03/01/03 - 03/02/03**	

Under penalties of perjury, I certify this is a true and accurate statement of the city of lodging, expenses and allowances incurred in the service of the State.

I have examined this reimbursement request and certify that it is just and reasonable.

Scott Hanes	**3/12/03**	Sandy Miller	**3/15/03**
(Claimant)	(Date)	(Supervisor)	(Date)

NOTE: ORIGINAL SIGNATURE AND DATES ARE REQUIRED FOR PROCESSING

Accounting Office Use Only

Pay Entity: X X P E **Control #:** 0 1 2 5 **Expense Voucher No.:** E X P 0 3 0 1 0 3 - 0 3 0 2 0 3

Payment Due Date: < OR >> **Terms Code:** N 3 0

REMIT MESSAGE: (Write check disposition instructions on this line.)

Line No.	AMOUNT		COMPANY	ACCOUNT	CENTER	ACCRUAL CODE
0001	38	30	X X 0 1	5 3 2 7 2 5	1 0 0 0 1 0 0 0	
0002						
0003						
0004						
Total Expense	38	30				
Less Advance						
Tot. Due (Owe)	38	30				

Approved as to proper travel chargeable to above accounting code verified as conforming to authorized reimbursable expenses.

Robinson

A/P Accountant

Travel (show each city visited)			Transportation				Subsistence				Misc. Expenses	
Day	from	to	1	In-	Out-of-	Out-of	2	In-State	Out-of-State	Out-of Country	Explanation	Amount
3/1	**Raleigh**	**Greensboro**	G				B					
Depart			A				L		**5.00**			
Arrive			O				D		**10.30**			
Daily Private Car Mileage @ /mi			P				H					
Daily Private Car Mileage @ /mi			P				**tot**					
3/2	**Greensboro**	**Raleigh**	G				B		**4.00**			
Depart			A				L		**5.00**			
Arrive			O				D		**14.00**			
Daily Private Car Mileage @ /mi			P				H					
Daily Private Car Mileage @ /mi			P				**tot**					
GRAND TOTALS									**38.30**			

(1) Mode of Travel:
P - Private Car
A - Air
G - Ground, rail, bus, taxi, parking fees
O - Other

(2) Type of Subsistence:
B - Breakfast
L - Lunch
D - Dinner
H - Housing (Room)

NOTE: Daily total of subsistence not to exceed authorized amount for in-state or out-of-state travel.

NOTES

3. Note that this expense does not have to be applied to an advance. Before you process the expense, access the *Outstanding Employee Advances* report to verify that there are no open temporary advances for Scott Hanes.

> The *Outstanding Employee Advance* report (report number AP-I0005) lists outstanding advances by employee. This report is located in Systemware in report group MM122-6. For additional detail, refer to the *Employee Expense Reconciliation Summary* report (report number AP-R0003) which is located in Systemware in report group MM122-6. (Refer to **Procedure 39: Viewing and Printing Systemware Reports**.) Refer to the *Information Access CBT* if you would like to practice accessing a report in Systemware.

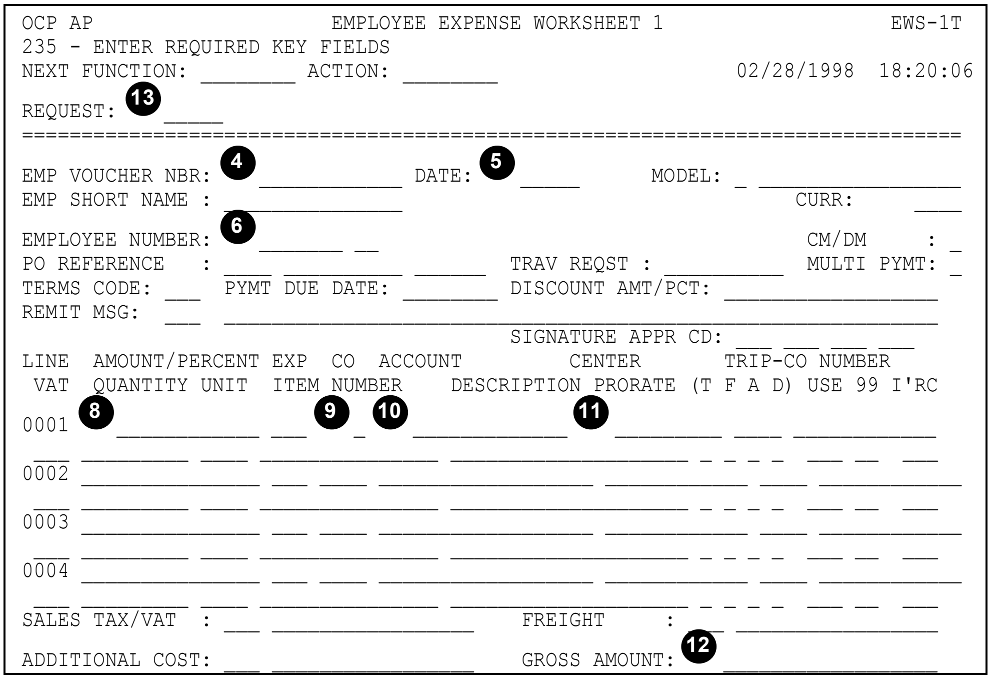
The *Outstanding Employee Advances* report is shown on the following page.

```
 EMPLOYEE                                          PAY    PRTL   VOUCHER    ADVANCE          TYPE OF                             ADVANCE
  NUMBER      SHORT NAME       ADVANCE NUMBER      NBR    PYMT    DATE       STATUS          ADVANCE             AMOUNT         ISSUE DT.
330595336     HANESSCOTT              ADV021503     1            02/10/03     PAID           PERMANENT             100.00  02/13/03
                          * TOTAL UNPAID FOR VENDOR                      330595336     *               *             .00   *
                                               TEMPORARY  **                                                                        .00
                                              PERMANENT  ***                                                                        .00
                          *  TOTAL PAID/UNUSED FOR VENDOR                330595336     *               *          100.00   *
                                               TEMPORARY  **                                                                        .00
                                              PERMANENT  ***                                                                     100.00
                          *  TOTAL FOR VENDOR                            330595336     *               *          100.00   *
                                               TEMPORARY  **                                                                        .00
                                              PERMANENT  ***                                                                     100.00
564236602     TODDJENNIFERP           ADV011503     1            01/08/03     PAID           TEMPORARY             150.00  01/12/03
                          * TOTAL UNPAID FOR VENDOR                      564236602     *               *             .00   *
                                               TEMPORARY  **                                                                        .00
                                              PERMANENT  ***                                                                        .00
                          *  TOTAL PAID/UNUSED FOR VENDOR                564236602     *               *          150.00   *
                                               TEMPORARY  **                                                                     150.00
                                              PERMANENT  ***                                                                        .00
                          *  TOTAL FOR VENDOR                            564236602     *               *          150.00   *
                                               TEMPORARY  **                                                                     150.00
                                              PERMANENT  ***                                                                        .00
262089455     WILDERSUSAN             ADV031303     1            03/04/03     PAID           PERMANENT             500.00  03/10/03
                          * TOTAL UNPAID FOR VENDOR                      262089455     *               *             .00   *
                                               TEMPORARY  **                                                                        .00
                                              PERMANENT  ***                                                                        .00
                          *  TOTAL PAID/UNUSED FOR VENDOR                262089455     *               *          500.00   *
                                               TEMPORARY  **                                                                        .00
                                              PERMANENT  ***                                                                    1000.00
                          *  TOTAL FOR VENDOR                            262089455     *               *          500.00   *
                                               TEMPORARY  **                                                                        .00
                                              PERMANENT  ***                                                                    1000.00
```

NOTES

Note that Scott Hanes has received one advance. The advance has a permanent status, which means that an expense will not be applied against it. In other words, there are no open temporary advances for Scott Hanes.

You can now continue processing the employee expense.



```
OCP AP                    EMPLOYEE EXPENSE WORKSHEET 1                 EWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                    02/28/1998  18:20:06
REQUEST:    _____
===============================================================================
EMP VOUCHER NBR:    ___________ DATE:    _____      MODEL: _ _________________
EMP SHORT NAME :    _______________                          CURR:        ____
EMPLOYEE NUMBER:    _______ __                               CM/DM      : _
PO REFERENCE   :  ____ __________ ______  TRAV REQST : __________ MULTI PYMT: _
TERMS CODE: ___  PYMT DUE DATE: ________  DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___  ____________________________________________________________
                                          SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER      TRIP-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001    ____________ ___    _    ____________    _________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0002 _______________ ___ ____ __________________ ____________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0003 _______________ ___ ____ __________________ ____________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0004 _______________ ___ ____ __________________ ____________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : ___ _________________   FREIGHT     :    ___ _________________
ADDITIONAL COST: ___ _________________   GROSS AMOUNT:    __________________
```

4. Type **EXP030103-030203** in the EMP VOUCHER NBR field to indicate the dates of the expense. This field may be any range of numbers or dates that the agency chooses. However, entering the dates of the expense is suggested.

5. Type **today's date** in the DATE field to indicate the date the expense was entered into the system.

6. Type **330595336** in the EMPLOYEE NUMBER field or access the *Vendor Short Name Lookup (VSL)* screen to locate the employee.

7. Press Enter to verify that the employee number is correct. Now the employee name that matches the employee number will be displayed.

8. At the 0001 line, type **38.30** in the AMOUNT/PERCENT field to indicate the amount of the first line of the document.

9. Type **your company number (XX01)** in the CO field.

10. Type **532725** in the ACCOUNT field.

11. Type **10001000** in the CENTER field.

NOTES

12. Type **38.30** in the GROSS AMOUNT field to identify the total amount of the reimbursement.

13. Type **NEXT** or **N** in the REQUEST field to balance the document. Press Enter to access a blank *Employee Expense Worksheet 1 (EWS-1T)* screen.

A new *EWS-1T* screen appears, which indicates that the employee reimbursement balanced successfully. You can now enter another document for this control group.

> You can only change the status from Temporary to Permanent on the day the Advance is entered. If it is on a day other than the day you entered it and it hasn't been paid, you can cancel the advance and re-enter it with a Permanent status before entering this reimbursement. If the Advance has already been paid, you cannot cancel the advance without first canceling the check. The check can only be cancelled if the advance has not been matched to a reimbursement.

Entering an Expense Against an Advance

The NCAS applies reimbursement requests to any outstanding temporary advances for a particular employee. All temporary advances are eligible for application of expenses until the amount of the open temporary advances are exceeded. The system contains no mechanism to match a specific expense to a specific advance.

To ensure that expenses are not matched to the wrong advance, all advances must be entered in the system with a permanent status. When a specific expense has to be applied to a specific advance, change the advance status to temporary. *Immediately* after changing the status, enter the expense in the system to minimize the risk of any other expenses being applied to that advance.

The status of an advance must be changed *before* the expenditure is processed. If you forget to change the advance status, you must cancel the *EWS-1T* screen. Reenter the information on the *EWS-1T* screen after the advance is changed.

To delete an employee transaction, you must cancel the check and the expenditure document in the system (*EWS-1T* screen). A fully paid or partially paid document cannot be canceled or deleted if any part of the expenditure has been applied to the advance.

> If you need to cancel a fully paid or partially paid document, contact the Help Desk as soon as possible. *Do not key any more documents on that employee vendor.*

WALKTHROUGH: Entering an Expense Against an Advance

NOTES

SCENARIO

Susan Wilder received a travel advance for $500.00 on March 13, 2003. You received a $450.00 expense reimbursement from Susan and a check for $50.00 that she owes the state to clear out the advance.

REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCURRED IN THE DISCHARGE OF OFFICIAL DUTY

INSTRUCTIONS TO CLAIMANT: Submit one original to Accounting. Attach all necessary receipts and other supporting documents to this form. Retain one (1) copy for your records. Please complete AMOUNT, COMPANY , ACCOUNT, and CENTER fields. Must be filed at lease monthly and not later than 30 days after month ends. Must be prepared ink or typed.

Payee's Name (First, Middle Initial, Last) **Susan Wilder**	Division/Section **Your Agency**	Soc. Sec. # **262-08-9455**
Payee's Address (Street) **4523 East First Street**	Title **Assistant**	Headquarters (City) **Durham**
(City, State, Zip) **Durham, NC 27704**	Period Covered by this Request (from/to) **03/20/03 - 03/24/03**	

Under penalties of perjury, I certify this is a true and accurate statement of the city of lodging, expenses and allowances incurred in the service of the State.

I have examined this reimbursement request and certify that it is just and reasonable.

Susan Wilder	**03/26/03**	*Pat Johnson*	**03/28/03**
(Claimant)	(Date)	(Supervisor)	(Date)

NOTE: ORIGINAL SIGNATURE AND DATES ARE REQUIRED FOR PROCESSING

Accounting Office Use Only

Pay Entity: X X P E **Control #:** 0 1 2 5 **Expense Voucher No:** E X P 0 3 2 0 0 3 - 0 3 2 4 0 3

Payment Due Date: < OR >> **Terms Code:** N 3 0

REMIT MESSAGE: (Write check disposition instructions on this line.)

Line No.	AMOUNT		COMPANY	ACCOUNT	CENTER	ACCRUAL CODE
0001	**450**	**00**	**X X 0 1**	**5 3 2 7 1 5**	**1 0 0 0 1 0 0 0**	
0002						
0003						
0004						
0005						
Total Expense	**450**	**00**				
Less Advance	**500**	**00**				
Tot. Due (Owe)	**<50**	**00>**				

Approved as to proper travel chargeable to above accounting code verified as conforming to authorized reimbursable expenses.

Karen Gutman

A/P Accountant

Travel (show each city visited)			Transportation				Subsistence				Misc. Expenses	
Day	from	to	1	In-	Out-of-State	Out-of-Country	2	In-State	Out-of-State	Out-of Country	Explanation	Amount
3/1	**Durham**	**Greenburg, PA**	G				B					
Depart			A		450.00		L					
Arrive			O				D					
Daily Private Car Mileage @ /mi			P				H					
Daily Private Car Mileage @ /mi			P				**tot**					
3/2	**Greensboro**	**Durham**	G				B					
Depart			A				L					
Arrive			O				D					
Daily Private Car Mileage @ /mi			P				H					
Daily Private Car Mileage @ /mi			P				**tot**					
		GRAND TOTALS			450.00							

(1) Mode of Travel:
P - Private Car
A - Air
G - Ground, rail, bus, taxi, parking fees
O - Other

(2) Type of Subsistence:
B - Breakfast
L - Lunch
D - Dinner
H - Housing (Room)

NOTE: Daily total of subsistence not to exceed authorized amount for in-state or out-of-state travel.

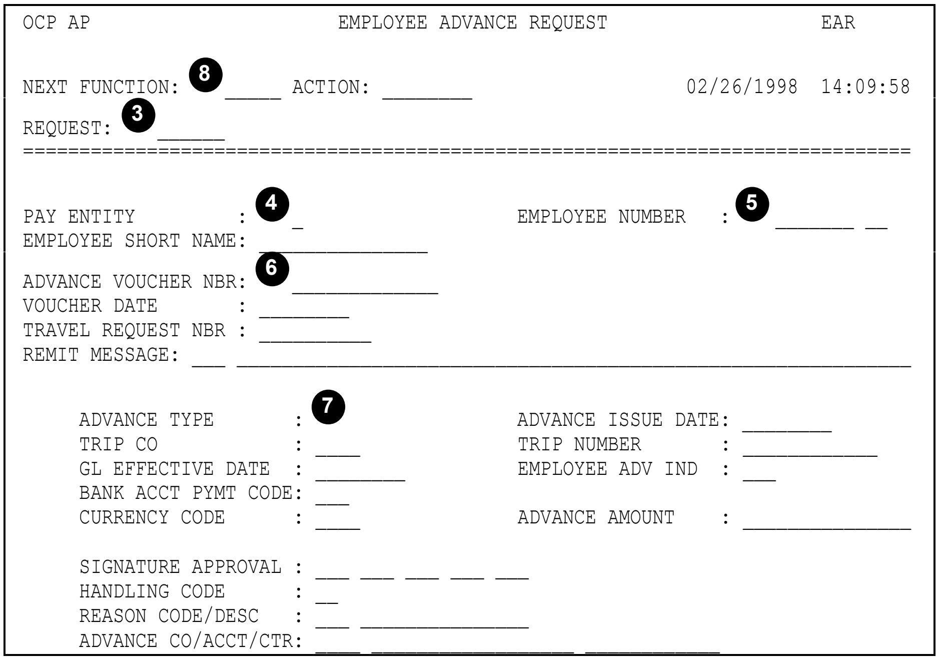
1. Before you process the expenditure, access the *Outstanding Employee Advances* report to verify if the required advance has a temporary status.

NOTES

The report is presented on the following page. Note that the required advance for Susan Wilder, ADV031398, has a permanent status. Change this status before you process the expenditure.

```
 EMPLOYEE                                          PAY   PRTL   VOUCHER   ADVANCE        TYPE OF                        ADVANCE
  NUMBER      SHORT NAME       ADVANCE NUMBER      NBR   PYMT    DATE     STATUS         ADVANCE           AMOUNT      ISSUE DT.
330595336     HANESSCOTT              ADV021503     1            02/10/03    PAID        PERMANENT            100.00  02/13/03
                            * TOTAL UNPAID FOR VENDOR                   330595336    *              *            .00  *
                                                 TEMPORARY  **                                                                .00
                                                PERMANENT  ***                                                                .00
                            *  TOTAL PAID/UNUSED FOR VENDOR             330595336    *              *         100.00  *
                                                 TEMPORARY  **                                                                .00
                                                PERMANENT  ***                                                             100.00
                            *  TOTAL FOR VENDOR                         330595336    *              *         100.00  *
                                                 TEMPORARY  **                                                                .00
                                                PERMANENT  ***                                                             100.00
564236602     TODDJENNIFERP           ADV011503     1            01/08/03    PAID        TEMPORARY            150.00  01/12/03
                            * TOTAL UNPAID FOR VENDOR                   564236602    *              *            .00  *
                                                 TEMPORARY  **                                                                .00
                                                PERMANENT  ***                                                                .00
                            *  TOTAL PAID/UNUSED FOR VENDOR             564236602    *              *         150.00  *
                                                 TEMPORARY  **                                                             150.00
                                                PERMANENT  ***                                                                .00
                            *  TOTAL FOR VENDOR                         564236602    *              *         150.00  *
                                                 TEMPORARY  **                                                             150.00
                                                PERMANENT  ***                                                                .00
262089455     WILDERSUSAN             ADV031303     1            03/04/03    PAID        PERMANENT            500.00  03/10/03
                            * TOTAL UNPAID FOR VENDOR                   262089455    *              *            .00  *
                                                 TEMPORARY  **                                                                .00
                                                PERMANENT  ***                                                                .00
                            *  TOTAL PAID/UNUSED FOR VENDOR             262089455    *              *         500.00  *
                                                 TEMPORARY  **                                                                .00
                                                PERMANENT  ***                                                             500.00
                            *  TOTAL FOR VENDOR                         262089455    *              *         500.00  *
                                                 TEMPORARY  **                                                                .00
                                                PERMANENT  ***                                                             500.00
```

2. Type **EAR** in the NEXT FUNCTION field and press Enter to access the *Employee Advance Request (EAR)* screen.



```
OCP AP                      EMPLOYEE ADVANCE REQUEST                  EAR

NEXT FUNCTION:    _____ ACTION: ________                 02/26/1998  14:09:58
REQUEST:    ______
===============================================================================

PAY ENTITY         :    _                   EMPLOYEE NUMBER   :    _______ __
EMPLOYEE SHORT NAME: _______________
ADVANCE VOUCHER NBR:    ____________
VOUCHER DATE       : ________
TRAVEL REQUEST NBR : __________
REMIT MESSAGE: ___ ____________________________________________________________

     ADVANCE TYPE       :                   ADVANCE ISSUE DATE: ________
     TRIP CO            : ____              TRIP NUMBER       : ____________
     GL EFFECTIVE DATE  : ________          EMPLOYEE ADV IND  : ___
     BANK ACCT PYMT CODE: ___
     CURRENCY CODE      : ____              ADVANCE AMOUNT    : _______________

     SIGNATURE APPROVAL : ___ ___ ___ ___ ___
     HANDLING CODE      : __
     REASON CODE/DESC   : ___ _______________
     ADVANCE CO/ACCT/CTR: ____ __________________ ____________
```

3. Type **C** in the REQUEST field to indicate that you want to *change* this record.

4. Type your ***employee* paying entity (XXPE)** in the PAY ENTITY field.

5. Type **262089455** over any data that defaulted in the EMPLOYEE NUMBER field.

6. Type **ADV031398** in the ADVANCE VOUCHER NBR field and press Enter to retrieve the advance information.

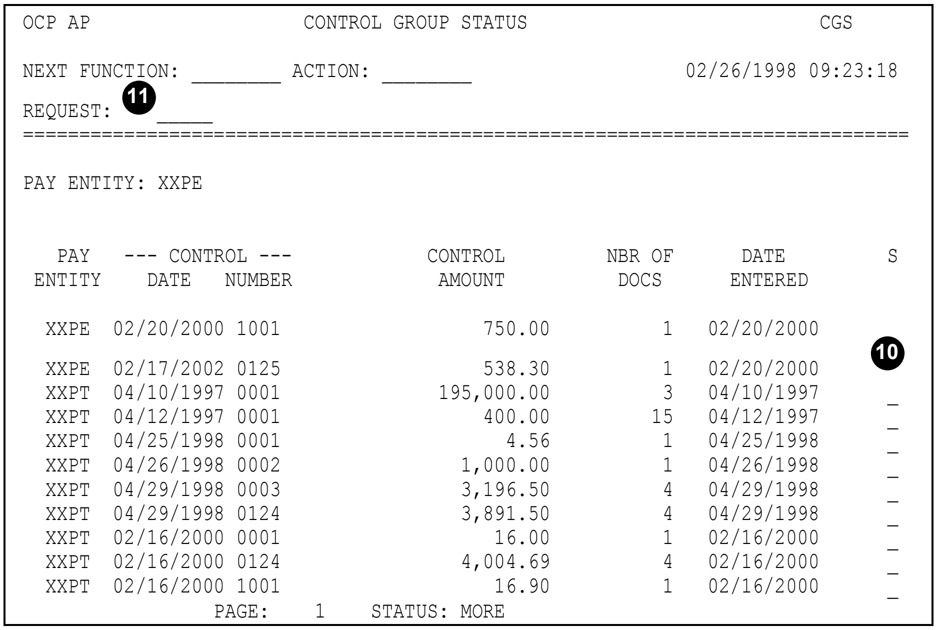
7. Type **T** in the ADVANCE TYPE field to change the status of this advance to *temporary* and press Enter to process the change.

   Note that the advance status must be correct *before* you process the expense. If you change the status of an advance after you enter the expense, the system will *not* change the way the expense was processed.

8. Type **CGS** in the NEXT FUNCTION field and press Enter to access the *Control Group Status (CGS)* screen.

9. Type **your employee paying entity (XXPE**) in the PAY ENTITY field and press Enter to access a list of control groups.

NOTES



```
OCP AP                    CONTROL GROUP STATUS                         CGS

NEXT FUNCTION: ________ ACTION: ________                 02/26/1998 09:23:18
REQUEST: _____
===============================================================================

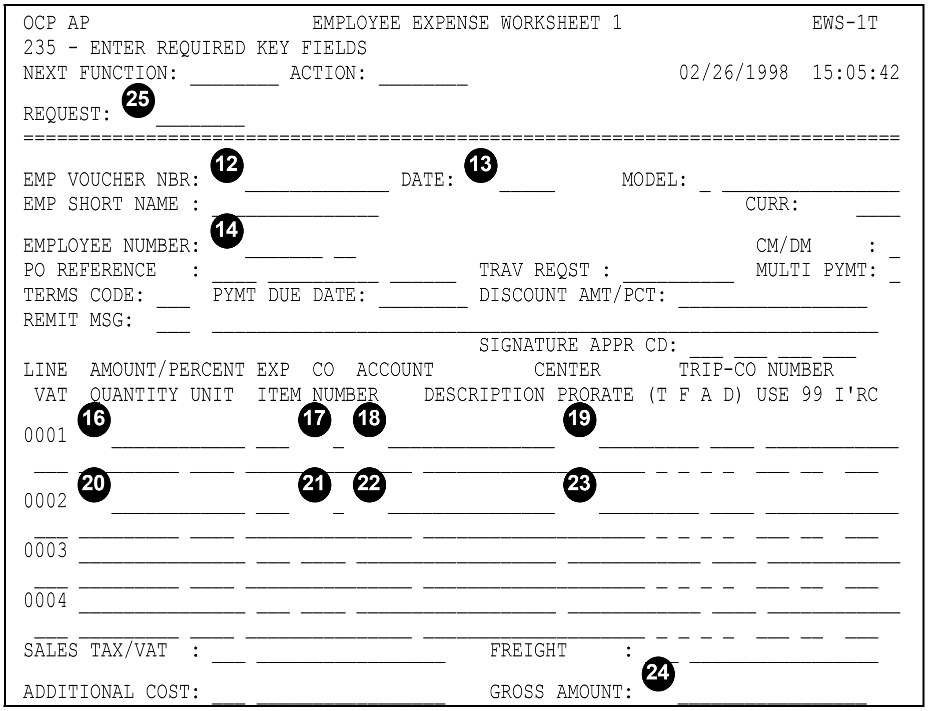
PAY ENTITY: XXPE


   PAY   --- CONTROL ---            CONTROL         NBR OF      DATE         S
 ENTITY    DATE   NUMBER             AMOUNT          DOCS      ENTERED

  XXPE  02/20/2000 1001               750.00           1   02/20/2000
  XXPE  02/17/2002 0125               538.30           1   02/20/2000
  XXPT  04/10/1997 0001           195,000.00           3   04/10/1997       _
  XXPT  04/12/1997 0001               400.00          15   04/12/1997       _
  XXPT  04/25/1998 0001                 4.56           1   04/25/1998       _
  XXPT  04/26/1998 0002             1,000.00           1   04/26/1998       _
  XXPT  04/29/1998 0003             3,196.50           4   04/29/1998       _
  XXPT  04/29/1998 0124             3,891.50           4   04/29/1998       _
  XXPT  02/16/2000 0001                16.00           1   02/16/2000       _
  XXPT  02/16/2000 0124             4,004.69           4   02/16/2000       _
  XXPT  02/16/2000 1001                16.90           1   02/16/2000       _
                 PAGE:    1    STATUS: MORE
```

10. Type **S** in the S (SELECT) field for control group 125.

11. Type **5** in the REQUEST field and press Enter to access a blank *Employee Worksheet (EWS-1T)* screen.



```
OCP AP                    EMPLOYEE EXPENSE WORKSHEET 1                EWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                 02/26/1998  15:05:42
REQUEST: ________
==============================================================================
EMP VOUCHER NBR: ____________ DATE: _____      MODEL: _ ________________
EMP SHORT NAME : _______________                              CURR:     ____
EMPLOYEE NUMBER: _______ __                                    CM/DM     : _
PO REFERENCE   : ____ __________ ______  TRAV REQST : __________  MULTI PYMT: _
TERMS CODE: ___   PYMT DUE DATE: ________ DISCOUNT AMT/PCT: ________________
REMIT MSG:  ___ ____________________________________________________________
                                         SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT        CENTER      TRIP-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001 ____________ ___  _ _______________  _________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0002 ____________ ___  _ _______________  _________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0003 _______________ ___ ____ __________________ ____________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0004 _______________ ___ ____ __________________ ____________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : ___ _________________    FREIGHT     : _ ________________
ADDITIONAL COST: ___ _________________    GROSS AMOUNT:   ________________
```

12. Type **EXP032003-032403** in the EMP VOUCHER NBR field.

13. Type **today's date** in the DATE field.

NOTES

14. Type **262089455** in the EMPLOYEE NUMBER field.

15. Press Enter to verify that the employee number is correct. After pressing enter, the employee name that matches the employee number will default to the screen.

16. At the 0001 line, type **450.00** in the AMOUNT/PERCENT field.

17. Type your **company number (XX01)** in the CO field.

18. Type **532715** in the ACCOUNT field.

19. Type **10001000** in the CENTER field.

20. At the 0002 line, type **50.00** in the AMOUNT/PERCENT field to enter the check that Susan has written to the state.

21. Type **your company number (XX01)** in the CO field.

22. Type **532799** in the ACCOUNT field to clear out the advance in the Accounts Payable module.

23. Type **10001000** in the CENTER field.

24. Type **500.00** in the GROSS AMOUNT field.

25. Type **NEXT** or **N** in the REQUEST field.

26. Press Enter to access a blank *Employee Expense Worksheet 1 (EWS-1T)* screen.

🗁 Remember, you have $50.00 in cash that must be deposited. The check should be forwarded to the person responsible for entering receipts of cash into the Budgetary Control module. This person will offset the advance account (532799) and increase (debit) cash to complete the transaction. As a result, the cash will be recorded and Susan’s advance will be cleared.

Handling Special AP Processes

Adding and Changing Vendors
Creating Control Groups
Processing Direct Invoices
Processing Matching Invoices
Processing Employee Transactions
Handling Special AP Processes
Maintaining AP Documents
Reviewing AP Information

Overview

This section explains the following special AP processes:

Processing 1099 Transactions

A **1099 vendor** is a vendor for whom you must report payment for services to the Internal Revenue Service (IRS). This subsection explains how to:

- Establish a 1099 vendor and
- Process an invoice from a 1099 vendor

Backup Withholding

There are situations where the state and/or federal government require that you withhold a percentage of payment for taxes. This subsection explains how to:

- Set up a vendor for withholding
- Process an invoice requiring backup withholding

Factoring Vendor Payments

A **factor** is a vendor who receives payment in lieu of the original vendor. This subsection explains how to:

- Establish a vendor as a factor and
- Process an invoice that has to be factored

Processing Other AP Transactions

This subsection explains how to:

- Process fixed asset documents
- Process year-end accruals
- Process sales tax
- Process taxes payable to the Division of Motor Vehicles (DMV)
- Refund of expenditures

Processing 1099 Transactions

Processing 1099 Transactions | Backup Withholding | Factoring Vendor Payments | Processing Other AP Transactions

Overview

In order to comply with Internal Revenue Service (IRS) tax requirements, all state agencies must report non-employee compensation to the IRS on a calendar-year basis. A **1099 vendor** is a vendor for whom you must report payment for *services* to the Internal Revenue Service (IRS).

All reporting of 1099 information must be in accordance with Internal Revenue code. Accurate reporting of 1099 information is dependent upon decisions made by your agency throughout the year. For example, every time a vendor is set up or an invoice is created, 1099 information is required. Paying special attention to these and other activities throughout the year will reduce the amount of year-end work necessary to complete 1099 processing.

> The system does not handle 1042 transactions (The Annual Withholding Tax Return for U.S. Source Income of Foreign Persons). This process will continue to be manual.

Agencies rely on three entities to help them process 1099s:

- North Carolina Accounting System (NCAS)
- Office of State Controller (OSC)
- Information Technology Services (ITS)

This section explains how to establish 1099 vendors and how to enter 1099 codes on invoices in the NCAS.

For a more extensive study of 1099 vendors and 1099 processes, you should register for the *1099 Processing* class. Check the *NCAS System Information Guide* for class content, prerequisites, and class availability.

NOTES

Establishing 1099 Vendors

Establishing vendor 1099 information is the first step in the 1099 process. A 1099 vendor can be a trade or a non-trade vendor. Based on information supplied by a trade vendor, OSC establishes the appropriate 1099 code for that vendor. Agencies are responsible for setting the appropriate 1099 code for non-trade vendors.

The following are categories of 1099 vendors that may need to receive a 1099:

- Individuals
- Sole proprietorships
- Partnerships
- Medical/health corporations

1099 Trade Vendors

From the *Adding and Changing Vendors* section, remember that **trade vendors** are people and companies outside of your agency who provide goods and services to your agency. Trade vendors are primarily engaged in providing the goods and/or services typically purchased by your agency.

Before entering a document in the NCAS, a trade vendor must exist in the Statewide Trade Vendor File. This file is established and maintained by the Office of the State Controller (OSC). In order to establish a trade vendor, the vendor's tax identification number (TIN) must be known.

After the OSC has added a trade vendor to the Statewide Trade Vendor File, OSC sends a questionnaire to the vendor. The vendor indicates whether he or she is a 1099 vendor and returns the questionnaire to the OSC. If the vendor is a *possible* 1099 vendor, the OSC sets the 1099 code on the *Vendor Payable Information (VPN)* screen to "NO." The "NO" code indicates to the agency that the vendor may be a 1099 vendor and prompts the agency to enter an appropriate 1099 code for each 1099 reportable invoice line. For all invoices for this vendor, the 1099 "NO" code will default to the 99 field on the *Invoice Worksheet 1 (IWS-1T)* screen. Also, the message **076-VENDOR MAY BE 1099 ELIGIBLE** will appear at the top of the screen.

- If an invoice line *is* a 1099 transaction, you must override the default code "NO" with the appropriate 1099 code. The codes identifying these transactions are listed on the *1099 Codes List* (*TNL)* screen or in **QRG 3: 1099 Codes List**.
- If the invoice line is *not* a 1099 transaction, do not override or delete the "NO."

1099 Non-Trade Vendors

NOTES

A **non-trade vendor** is a vendor to whom payments are made for other than purchased goods or services. For example, awards are typically made to non-trade vendors. As with a trade vendor, a non-trade vendor must exist in the NCAS before a transaction can be entered. Since non-trade vendors are not shared with other agencies, each agency is responsible for correctly setting up its non-trade vendors. 1099 information for non-trade vendors is set up using the *VPN* screen.

For a non-trade vendor, a 1099 code can be entered on the *VPN* screen. If entered, the 1099 code will default to every transaction for that vendor. You can also enter a "NO" on the *VPN* screen to flag the vendor as a *possible* 1099 vendor.

- If the invoice line *is* a 1099 transaction, you must override the default code "NO" on the invoice screen with the appropriate 1099 code.
- If the invoice line is *not* a 1099 transaction, do not override or delete the "NO."

There are some cases where an individual or partnership is doing business under another name. For example, John Smith may call his sole proprietorship Smith Company. Both names would be entered in the NCAS. The company name is entered in the VENDOR NAME field on the *Vendor Setup (VSU)* screen which means this name would print on the check. The individual's name is entered in the 1099 PAYEE NAME field on the *Vendor Payable Information (VPN)* screen. This will ensure correct 1099 reporting and prevent possible fines from the IRS.

The following walkthrough demonstrates how to designate a non-trade vendor as a 1099 vendor.

WALKTHROUGH: Adding a Non-Trade 1099 Vendor

SCENARIO

Add the following vendor to your non-trade paying entity.

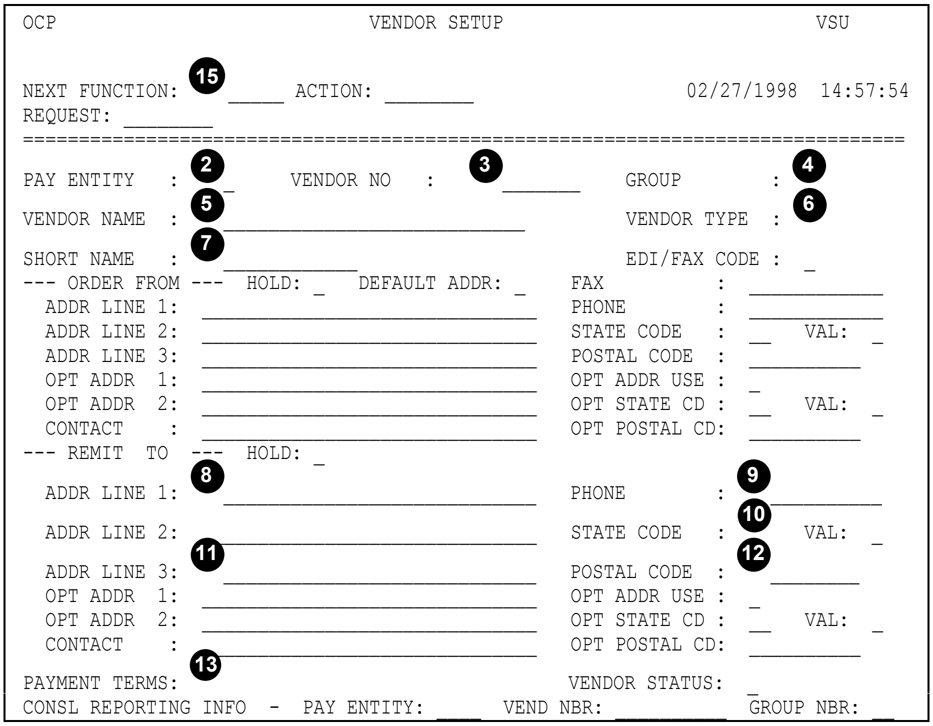
Dr. Barbara Laker
831 West Morgan St.
Raleigh, NC 27611-2863

This vendor is a 1099 vendor. You need to indicate that she will receive medical payments. She would like the name of her clinic, Wake Pediatric Clinic, to print on the checks.

Her social security number is 234-01-2367.

1. Type **VSU** in the NEXT FUNCTION field and press [Enter] to access the *Vendor Setup (VSU)* screen.

NOTES



```
OCP                              VENDOR SETUP                          VSU

NEXT FUNCTION: _____ ACTION: ________                02/27/1998  14:57:54
REQUEST: ________
==============================================================================
PAY ENTITY   : _     VENDOR NO   : _______     GROUP         :
VENDOR NAME  : ___________________________     VENDOR TYPE   :
SHORT NAME   : ____________                    EDI/FAX CODE :  _
--- ORDER FROM ---  HOLD: _   DEFAULT ADDR: _    FAX           :  ____________
  ADDR LINE 1:  ______________________________   PHONE         :  ____________
  ADDR LINE 2:  ______________________________   STATE CODE    :  __    VAL:  _
  ADDR LINE 3:  ______________________________   POSTAL CODE   :  __________
  OPT ADDR  1:  ______________________________   OPT ADDR USE  :  _
  OPT ADDR  2:  ______________________________   OPT STATE CD  :  __    VAL:  _
  CONTACT    :  ______________________________   OPT POSTAL CD:   __________
--- REMIT  TO  ---  HOLD: _
  ADDR LINE 1:    ____________________________   PHONE         :    __________
  ADDR LINE 2:  ______________________________   STATE CODE    :        VAL:  _
  ADDR LINE 3:    ____________________________   POSTAL CODE   :    ________
  OPT ADDR  1:  ______________________________   OPT ADDR USE  :  _
  OPT ADDR  2:  ______________________________   OPT STATE CD  :  __    VAL:  _
  CONTACT    :  ______________________________   OPT POSTAL CD:   __________
PAYMENT TERMS:                                  VENDOR STATUS:  _
CONSL REPORTING INFO  -  PAY ENTITY: ____   VEND NBR: __________   GROUP NBR: __
```

2. Type **your non-trade paying entity (XXPN)** in the PAY ENTITY field.

3. Type **234012367** in the VENDOR NO field.

4. Type **A** in the GROUP field. The letter indicates the vendor's location.

5. Type **wake pediatric clinic** in the VENDOR NAME field.

   🗁 Wake Pediatric Clinic is the name Dr. Laker wants to appear on the check. For 1099 purposes, your agency needs to report the information under the name Barbara Laker, since it is her social security number. Her name will be entered on another screen.

6. Type **D** in the VENDOR TYPE field to indicate that Ms. Laker is a *direct* vendor.

7. Type **wakepediatriccl** in the SHORT NAME field.

8. Type **831 w morgan st** in the ADDR LINE 1 field of the REMIT TO section.

   🗁 Because this is not a matching vendor, you need to enter the address information in the REMIT TO section of the screen.

9. Type **919-715-3253** in the PHONE field.

10. Type **nc** in the STATE CODE field.

NOTES

11. Type **raleigh** in the ADDR LINE 3 field.

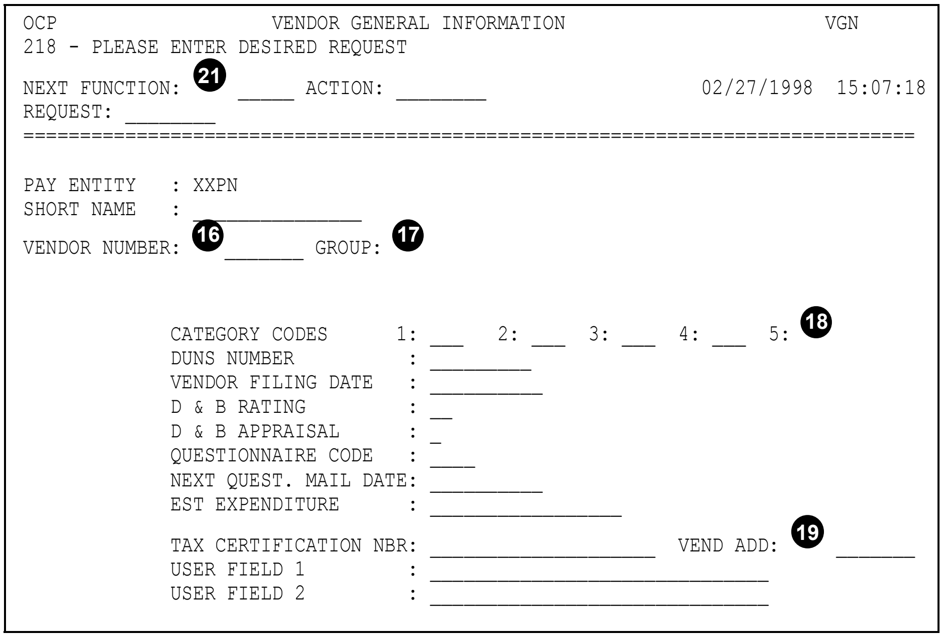
12. Type **27611-2863** in the POSTAL CODE field.

13. Type **n30** (or a calculated payment due date) in the PAYMENT TERMS field.

14. Press Enter to add this vendor to your non-trade paying entity and to clear the screen.

15. Type **VGN** in the NEXT FUNCTION field and press Enter to access the *Vendor General Information (VGN)* screen.

> The system may pull in an incorrect short name for this record. The correct short name is being stored for this record. Delete the incorrect short name and proceed with processing the vendor.



```
OCP                   VENDOR GENERAL INFORMATION                       VGN
218 - PLEASE ENTER DESIRED REQUEST
NEXT FUNCTION:    _____ ACTION: ________                     02/27/1998  15:07:18
REQUEST: ________
==============================================================================

PAY ENTITY   : XXPN
SHORT NAME   : _______________
VENDOR NUMBER:    _______ GROUP:


             CATEGORY CODES      1: ___   2: ___   3: ___   4: ___   5:
             DUNS NUMBER          : _________
             VENDOR FILING DATE   : __________
             D & B RATING         : __
             D & B APPRAISAL      : _
             QUESTIONNAIRE CODE   : ____
             NEXT QUEST. MAIL DATE: __________
             EST EXPENDITURE      : _________________
             TAX CERTIFICATION NBR: ____________________  VEND ADD:     _______
             USER FIELD 1         : ______________________________
             USER FIELD 2         : ______________________________
```

16. Type **234012367** in the VENDOR NUMBER field.

17. Type **a** in the GROUP field.

18. Type **092** in the CATEGORY CODES 5 field to identify Wake County.

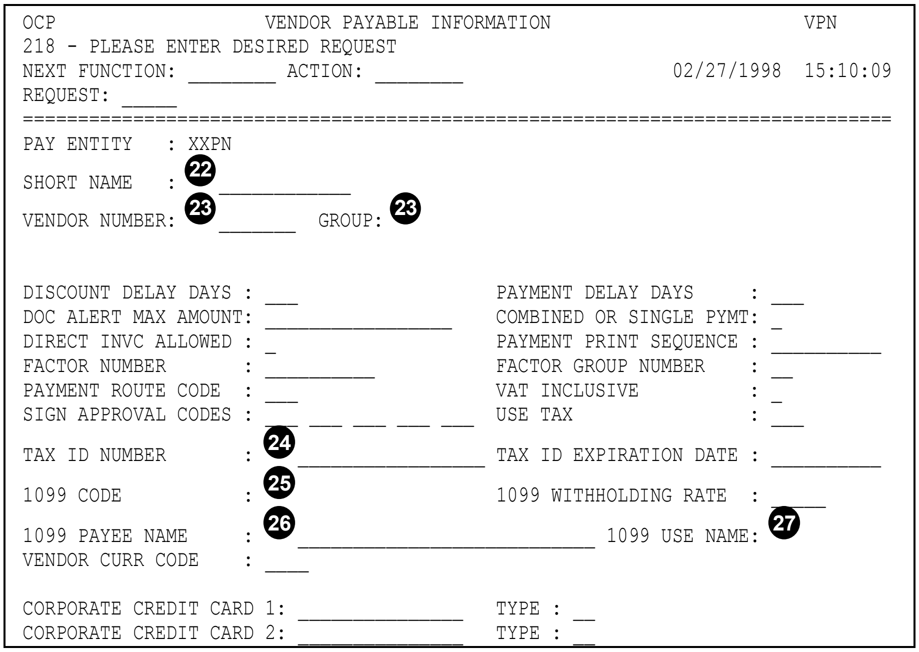
19. Type **today's date** in the VEND ADD field to track the date of the addition of the vendor to the system.

    The year must be typed as a four-digit year, ie., 02262002.

20. Press Enter to add the county code and to clear the screen.

21. Type **VPN** in the NEXT FUNCTION field and press Enter to access the *Vendor Payable Information (VPN)* screen.

NOTES



```
OCP                   VENDOR PAYABLE INFORMATION                      VPN
218 - PLEASE ENTER DESIRED REQUEST
NEXT FUNCTION: ________ ACTION: ________                 02/27/1998  15:10:09
REQUEST: _____
===============================================================================
PAY ENTITY   : XXPN
SHORT NAME   :    ____________
VENDOR NUMBER:    _______  GROUP:


DISCOUNT DELAY DAYS : ___                PAYMENT DELAY DAYS     : ___
DOC ALERT MAX AMOUNT: _________________  COMBINED OR SINGLE PYMT: _
DIRECT INVC ALLOWED : _                  PAYMENT PRINT SEQUENCE : __________
FACTOR NUMBER       : __________         FACTOR GROUP NUMBER    : __
PAYMENT ROUTE CODE  : ___                VAT INCLUSIVE          : _
SIGN APPROVAL CODES : ___ ___ ___ ___ ___ USE TAX               : ___
TAX ID NUMBER       :    _________________ TAX ID EXPIRATION DATE : __________
1099 CODE           :                    1099 WITHHOLDING RATE  : _____
1099 PAYEE NAME     :    ___________________________ 1099 USE NAME:
VENDOR CURR CODE    : ____

CORPORATE CREDIT CARD 1: _______________  TYPE : __
CORPORATE CREDIT CARD 2: _______________  TYPE : __
```

22. Type **wakepediatriccl** in the SHORT NAME field.

23. Delete any data that has defaulted into the VENDOR NUMBER field and the GROUP field.

24. Type **234012367** in the TAX ID NUMBER field to identify Dr. Laker's social security number.

25. Type **NO** in the 1099 CODE field.

By typing **NO** in the 1099 CODE field on the *VPN* screen, you have flagged the vendor as a *possible* 1099 vendor. This means that whenever a transaction for this vendor is entered in the NCAS, the system will display the following warning message: **076 - VENDOR MAY BE 1099 ELIGIBLE**.

26. Type **Barbara Laker** in the 1099 PAYEE NAME field.

27. Type **Y** in the 1099 USE NAME field.

This field is required when the 1099 PAYEE NAME field is filled in. You will receive an error message if you do not complete this field.

28. Press Enter to process the information and clear the screen.

With 1099 reporting, it is very important to match the vendor's name with his or her federal identification number or social security number. The IRS may fine your agency for each 1099 that is issued incorrectly.

1099 Employee Vendors

An employee that has been established under an employee paying entity should not be a 1099 vendor. However, an employee established as a trade or non-trade vendor may be a 1099 vendor. (Expense reimbursements that are not related to an employee's job should be reported in a trade or non-trade paying entity.)

> 🗀 For example, an employee in your agency provides catering services to other agencies. If this employee has been established as a non-trade vendor in order to receive expense reimbursements, he or she may be 1099 reportable for payment of catering services.

> Some agencies include their board members in their employee paying entity. Board members may need to be issued 1099's and should be marked accordingly.

Entering 1099 Codes on Invoices

The value that is entered in the 1099 CODE field on the *VPN* screen defaults to the 99 field on the *IWS-1T* screen.

- If a 1099 code was entered on the *VPN* screen, that code will default to the 99 field on the *IWS-1T* screen.
- If "NO" was entered on the *VPN* screen, that code will default to the *IWS-1T* screen.

For each transaction that is a 1099 transaction, you must either accept the default value in the 99 field or override it with the appropriate 1099 code for that invoice line.

For all transactions, a 1099 code may be entered on the *IWS-1T* screen. This code will apply to the individual invoice line to which it is attached and will override any code entered on the *VPN* screen. It is important to verify that any default 1099 value on the *IWS-1T* screen is the appropriate code for that invoice line.

NOTES

WALKTHROUGH: Entering a 1099 Code on a Direct Invoice

SCENARIO

You have received three invoices attached to the following Control Group Header sheet. Process the control group.

The first invoice is for medical services. The vendor will receive a 1099 for this invoice line. Process this invoice.

The accounting distribution is XX01 532199 10001000.

Invoice: **Mark Aarons, M.D.** **Two Memorial Drive** **Pinehurst, NC 28734**		**Invoice Number: 5246179824** **Invoice Date: 03/11/2002** **Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Physicals	**15**	**50.00**	**750.00**
		Freight:	
		Tax:	
		Total:	**750.00**

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY ☒ **XXPT** ☐ ______
☐ ______ **Other** ______

ENTRY METHOD
☒ DIRECT INVOICES
☐ MATCHING INVOICES
☐ EMPLOYEE INVOICES

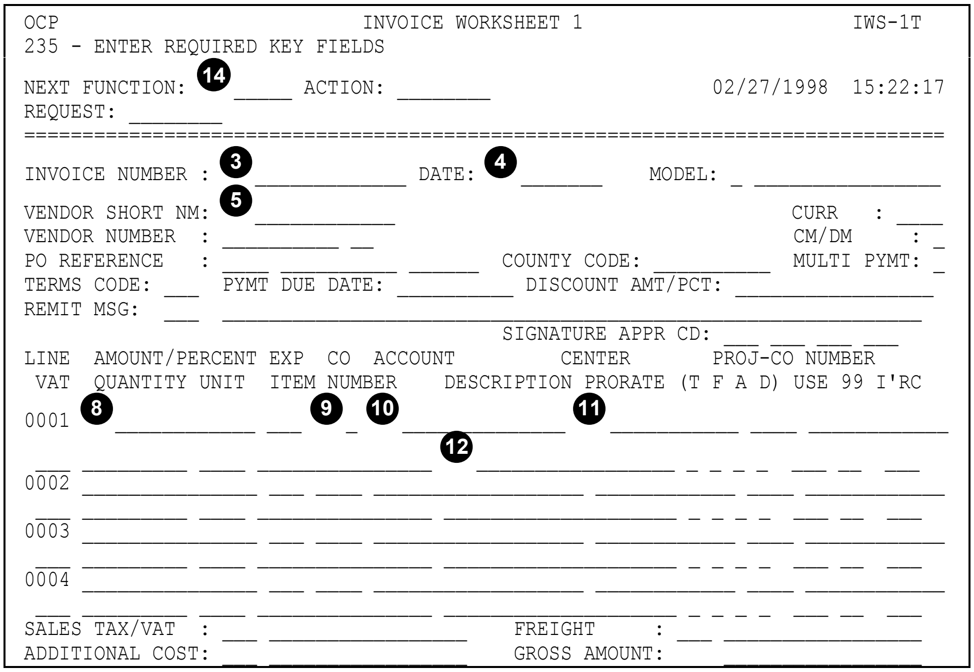
CONTROL GROUP DATE: **TODAY'S DATE**
CONTROL GROUP NUMBER: **126**

OPERATOR ID: ______ DBS # **YOUR INITIALS** Initials

	INVOICE NUMBER	NUMBER OF DOCUMENTS	AMOUNT
PER TAPE		**3**	**3,150.00**
ADJUSTMENTS			
AMOUNT ENTERED		**3**	**3,150.00**

1. Remember to first enter the control group header information on the *Control Document Entry (CDE)* screen. (Refer to **Procedure 7: Entering a Control Group**.)
   - To indicate that this control group covers *direct* invoices, type **D** in the ENTRY METHOD field.
   - The trade paying entity is **XXPT**.
2. Press Enter to process the control group header information and to access the *Invoice Worksheet 1 (IWS-1T)* screen.

NOTES



```
OCP                          INVOICE WORKSHEET 1                      IWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: _____ ACTION: ________                   02/27/1998  15:22:17
REQUEST: ________
=============================================================================
INVOICE NUMBER : ____________ DATE: ______    MODEL: _ ________________
VENDOR SHORT NM: ___________                                   CURR   : ____
VENDOR NUMBER  : __________ __                                 CM/DM     : _
PO REFERENCE   : ____ _________ ______  COUNTY CODE: __________ MULTI PYMT: _
TERMS CODE: ___  PYMT DUE DATE: __________  DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___  ______________________________________________________________
                                        SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT        CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001  ____________ ___ _ ______________ __________ ____ ___________
 ___ _________ ____ _______________ ________________ _ _ _ _ ___ __  ___
0002 _______________ ___ ____ __________________ ____________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _ ___ __  ___
0003 _______________ ___ ____ __________________ ____________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _ ___ __  ___
0004 _______________ ___ ____ __________________ ____________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _ ___ __  ___
SALES TAX/VAT  : ___ _________________     FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________     GROSS AMOUNT:     _________________
```

3. Type **5246179824** in the INVOICE NUMBER field.

4. Type **031102** in the DATE field.

5. Type **Aarons@** in the VENDOR SHORT NM field and press Enter to obtain the vendor number.

6. The following message will appear: **476-THIS VENDOR IS NORMALLY A MATCHING VENDOR**. This message is informational only. Press Enter to override the message and continue entering the invoice as a direct invoice.

7. Press Enter to override the following message: **076 VENDOR MAY BE 1099 ELIGIBLE**. This message indicates that the vendor is possibly a 1099 vendor.

   🗁 You must enter a 1099 code for this transaction. You will enter this code when you enter the details of this transaction.

8. At the 0001 line, type **750.00** in the AMOUNT/PERCENT field.

9. Type your **company number (XX01)** in the CO field.

10. Type **532199** in the ACCOUNT field.

11. Type **10001000** in the CENTER field.

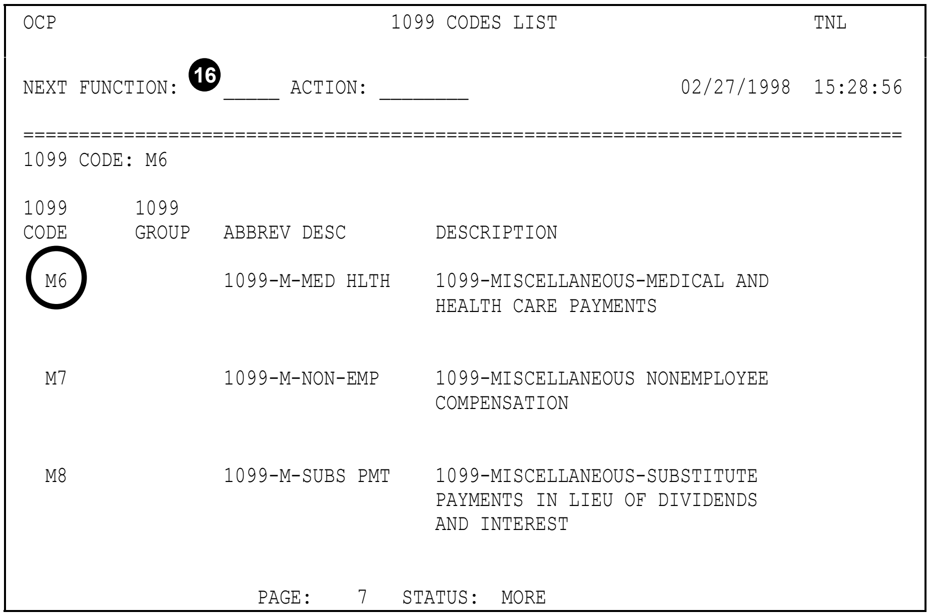
12. Type **Physicals** in the DESCRIPTION field.

13. Press Enter to process the entered information.

🗁 “NO” has defaulted to the 99 field. Because Dr. Aarons will receive a 1099, you must override the “NO” with a 1099 code on line 0001.

14. Type **TNL** in the NEXT FUNCTION field and press Enter to access the *1099 Codes List (TNL)* screen.

15. Press Enter to view the 1099 codes. Scroll down by pressing Enter to M6, which represents miscellaneous medical and health care payments.



```
OCP                                1099 CODES LIST                      TNL

NEXT FUNCTION: _____ ACTION: ________                    02/27/1998  15:28:56
===============================================================================
1099 CODE: M6

1099      1099
CODE      GROUP   ABBREV DESC        DESCRIPTION

  M6              1099-M-MED HLTH    1099-MISCELLANEOUS-MEDICAL AND
                                     HEALTH CARE PAYMENTS

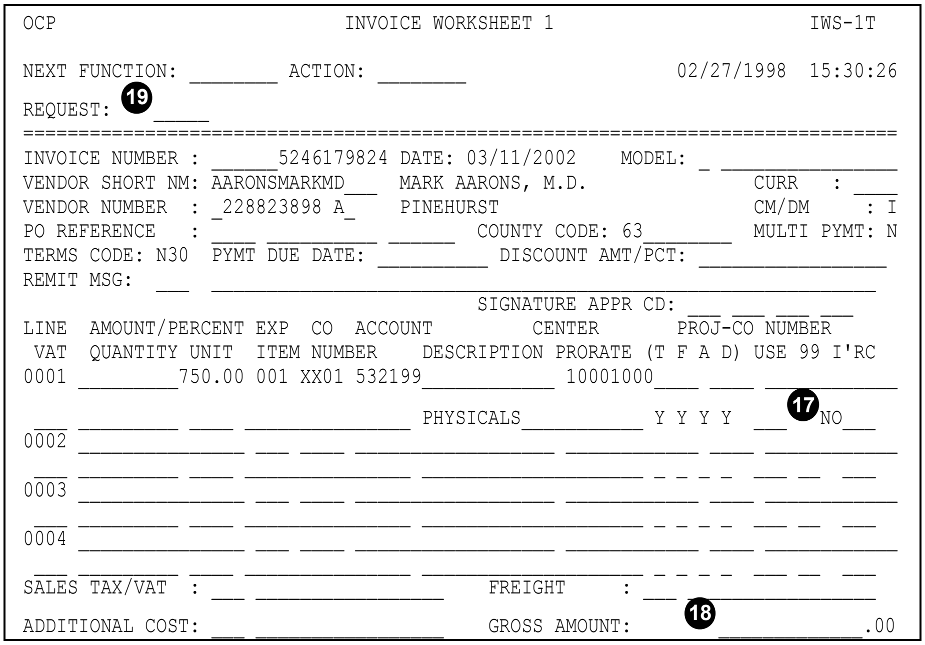

  M7              1099-M-NON-EMP     1099-MISCELLANEOUS NONEMPLOYEE
                                     COMPENSATION


  M8              1099-M-SUBS PMT    1099-MISCELLANEOUS-SUBSTITUTE
                                     PAYMENTS IN LIEU OF DIVIDENDS
                                     AND INTEREST


                     PAGE:    7   STATUS:  MORE
```

16. Type **R** in the NEXT FUNCTION field and press Enter to *return* to the *Invoice Worksheet 1 (IWS-1T)* screen.

NOTES



```
OCP                           INVOICE WORKSHEET 1                       IWS-1T

NEXT FUNCTION: ________ ACTION: ________                    02/27/1998  15:30:26
REQUEST:  _____
================================================================================
INVOICE NUMBER : ______5246179824 DATE: 03/11/2002    MODEL: _ ________________
VENDOR SHORT NM: AARONSMARKMD___  MARK AARONS, M.D.              CURR   : ____
VENDOR NUMBER  : _228823898 A_    PINEHURST                      CM/DM     : I
PO REFERENCE   : ____ __________ ______  COUNTY CODE: 63________ MULTI PYMT: N
TERMS CODE: N30  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___  ____________________________________________________________
                                         SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001 _________750.00 001 XX01 532199____________ 10001000____ ____ ____________

 ___ _________ ____ _______________ PHYSICALS___________ Y Y Y Y  ___ NO___
0002 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0003 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0004 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : ___ _________________     FREIGHT     : ___ __________________
ADDITIONAL COST: ___ _________________     GROSS AMOUNT:        _____________.00
```

17. Type **M6** over “NO” in the 99 field of line 0001 to indicate that this is a 1099 transaction.

18. Type **750.00** in the GROSS AMOUNT field. Delete the zeros at the end of the field.

19. Type **N** in the REQUEST field to balance the document and press Enter to access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

You have completed keying in the first document in control group 126.

WALKTHROUGH: Processing a Signature Basis Invoice

SCENARIO

You have received an invoice from Frank A. Saas, DDS for semiannual checkups for prisoners. This invoice is for services and, therefore, the signature payment basis applies to this invoice.

Because this invoice is for services, use XXBS for the buying entity. The vendor number is 561241574 A. This vendor is 1099 eligible. The 1099 code for this vendor is M6.

Process the invoice header and line information and then pass the invoice to your *Invoice Reapplication Work Queue (IRQ)*. After you receive the requester’s signature, finish processing the invoice.

NOTES

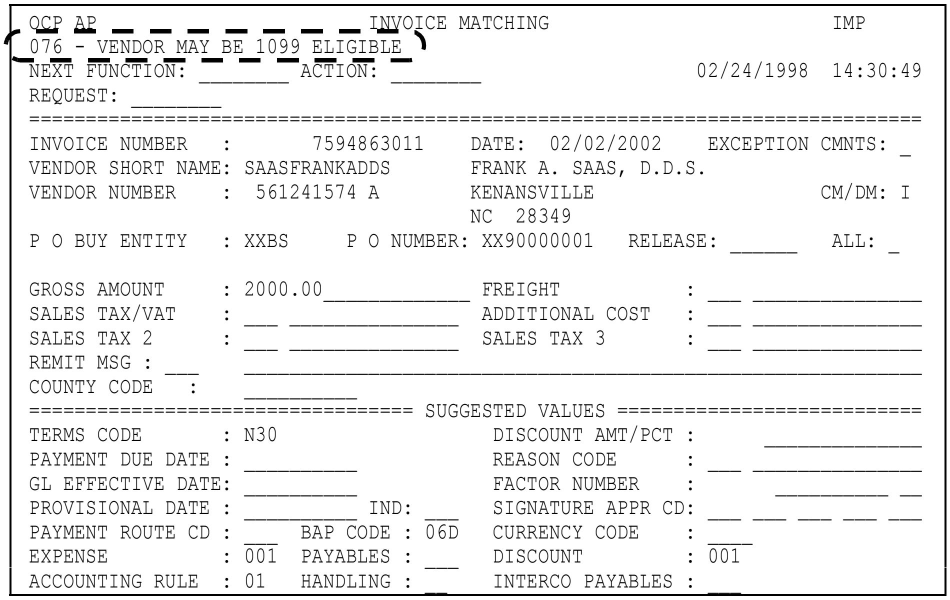
Invoice: Frank A. Saas, D.D.S. PO Box 416A Kenansville, NC 28349		**Invoice Number: 7594863011 Invoice Date: 02/02/2002 Terms: Net 30**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Semiannual Checkups for Prisoners	**1**	**2000.00**	**2000.00**
		Freight:	
PO# XX90000001		**Tax:**	
		Total:	**2000.00**

1. Type **4** in the request field and press Enter to select a blank *IMP* screen in control group 126.

2. Enter the **invoice header information** on the *IMP* screen. (Refer to **Procedure 19: Entering Invoice Header Information for Matching Invoices**.)

   Remember that the buying entity for this transaction is **XXBS.**

3. Press Enter to process the information.



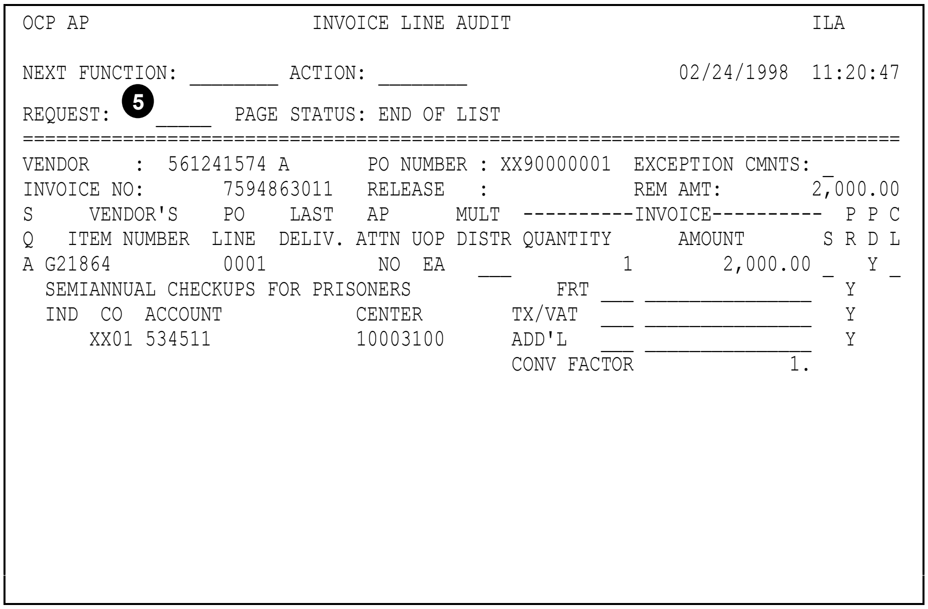
```
OCP AP                        INVOICE MATCHING                         IMP
076 - VENDOR MAY BE 1099 ELIGIBLE
NEXT FUNCTION: ________ ACTION: ________                   02/24/1998  14:30:49
REQUEST: ________
================================================================================
INVOICE NUMBER   :       7594863011    DATE:  02/02/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: SAASFRANKADDS       FRANK A. SAAS, D.D.S.
VENDOR NUMBER    :  561241574 A        KENANSVILLE                    CM/DM: I
                                       NC  28349
P O BUY ENTITY   : XXBS     P O NUMBER: XX90000001   RELEASE: ______    ALL: _

GROSS AMOUNT     : 2000.00_____________ FREIGHT           : ___ _______________
SALES TAX/VAT    : ___ _______________  ADDITIONAL COST   : ___ _______________
SALES TAX 2      : ___ _______________  SALES TAX 3       : ___ _______________
REMIT MSG : ___    _____________________________________________________________
COUNTY CODE   :    __________
================================== SUGGESTED VALUES ============================
TERMS CODE       : N30                   DISCOUNT AMT/PCT :       ______________
PAYMENT DUE DATE : __________            REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________            FACTOR NUMBER    :       __________ __
PROVISIONAL DATE : __________ IND: ___   SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___   BAP CODE : 06D  CURRENCY CODE    : ____
EXPENSE          : 001   PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01    HANDLING : __   INTERCO PAYABLES : ___
```

The system displays the message: **VENDOR MAY BE 1099 ELIGIBLE**.

4. Press Enter to continue processing the invoice and to access the *ILA* screen.

NOTES

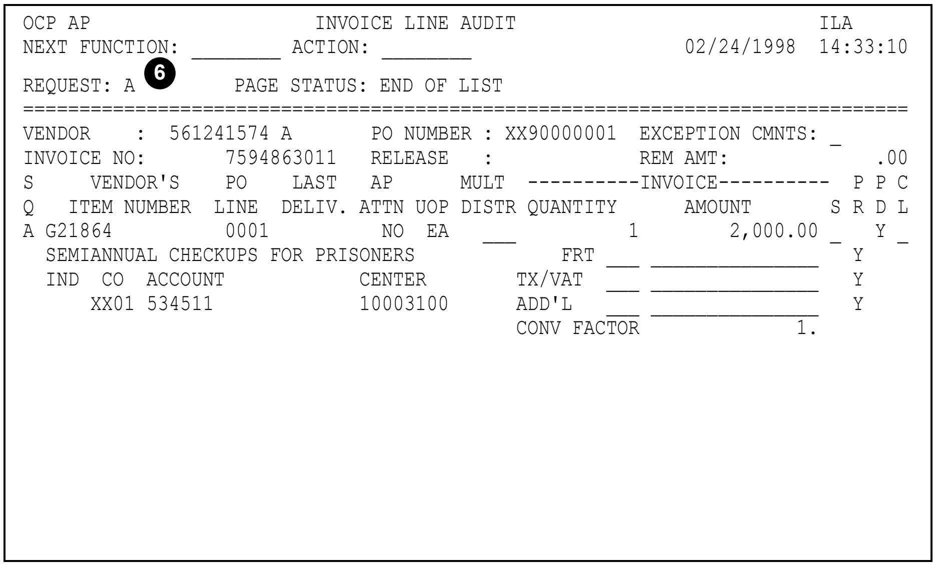


```
OCP AP                  INVOICE LINE AUDIT                         ILA

NEXT FUNCTION: ________ ACTION: ________                 02/24/1998  11:20:47

REQUEST: _____  PAGE STATUS: END OF LIST
==============================================================================
VENDOR    :  561241574 A       PO NUMBER : XX90000001  EXCEPTION CMNTS: _
INVOICE NO:       7594863011   RELEASE   :             REM AMT:       2,000.00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT      S R D L
A G21864         0001          NO  EA   ___          1        2,000.00 _  Y _
  SEMIANNUAL CHECKUPS FOR PRISONERS           FRT ___ _______________  Y
  IND  CO  ACCOUNT           CENTER       TX/VAT  ___ _______________  Y
      XX01 534511            10003100     ADD'L   ___ _______________  Y
                                          CONV FACTOR              1.
```

5. Tag the appropriate PO line for the amount of the invoice and press Enter. (Refer to **Procedure 20: Entering Invoice Line Information for Matching Invoices**.)

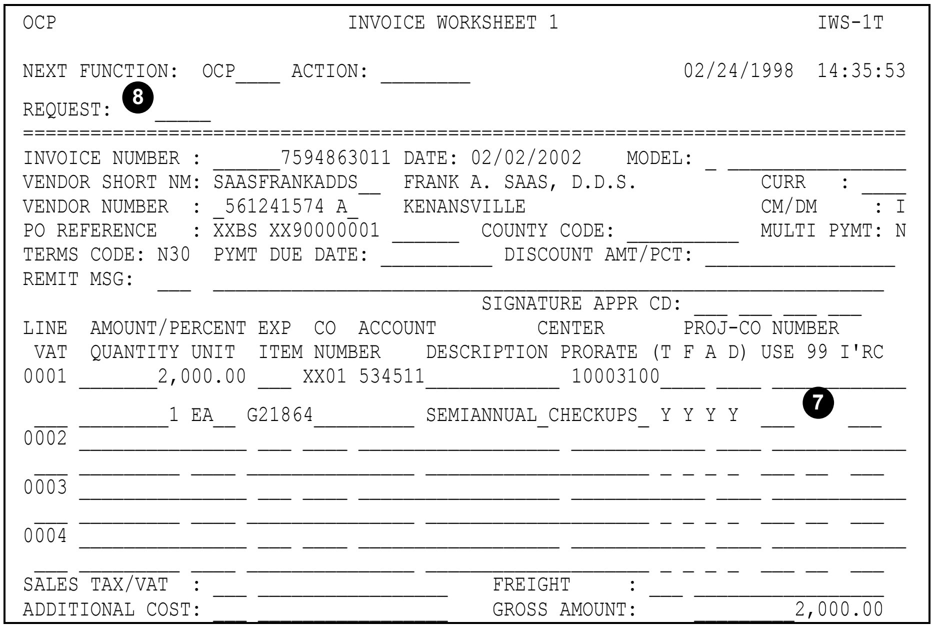


```
OCP AP                  INVOICE LINE AUDIT                         ILA
NEXT FUNCTION: ________ ACTION: ________                 02/24/1998  14:33:10

REQUEST: A      PAGE STATUS: END OF LIST
==============================================================================
VENDOR    :  561241574 A       PO NUMBER : XX90000001  EXCEPTION CMNTS: _
INVOICE NO:       7594863011   RELEASE   :             REM AMT:            .00
S     VENDOR'S    PO    LAST   AP      MULT  ----------INVOICE----------  P P C
Q   ITEM NUMBER  LINE  DELIV. ATTN UOP DISTR QUANTITY      AMOUNT      S R D L
A G21864         0001          NO  EA   ___          1        2,000.00 _  Y _
  SEMIANNUAL CHECKUPS FOR PRISONERS           FRT ___ _______________  Y
  IND  CO  ACCOUNT           CENTER       TX/VAT  ___ _______________  Y
      XX01 534511            10003100     ADD'L   ___ _______________  Y
                                          CONV FACTOR              1.
```

6. Type **3** in the REQUEST field and press Enter to access the *Invoice Worksheet 1 (IWS-1T)* screen to enter the vendor's 1099 code.

NOTES



```
OCP                              INVOICE WORKSHEET 1                          IWS-1T

NEXT FUNCTION:  OCP____ ACTION: ________                      02/24/1998  14:35:53
REQUEST:  _____
==================================================================================
INVOICE NUMBER : ______7594863011 DATE: 02/02/2002    MODEL: _ ________________
VENDOR SHORT NM: SAASFRANKADDS__  FRANK A. SAAS, D.D.S.          CURR   : ____
VENDOR NUMBER  : _561241574 A_    KENANSVILLE                    CM/DM     : I
PO REFERENCE   : XXBS XX90000001 ______  COUNTY CODE: __________ MULTI PYMT: N
TERMS CODE: N30  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: ________________
REMIT MSG:  ___  __________________________________________________________
                                        SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001 _______2,000.00 ___ XX01 534511___________ 10003100____ ____ ____________

 ___ ________1 EA__ G21864_________ SEMIANNUAL_CHECKUPS_ Y Y Y Y  ___       ___
0002 _______________ ___ ____ __________________ ___________ ____ ____________

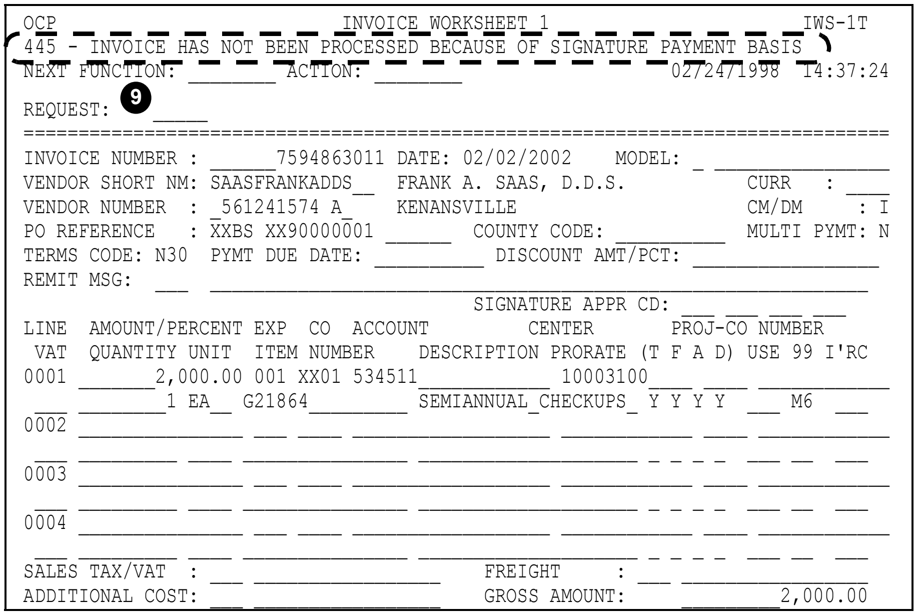
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0003 _______________ ___ ____ __________________ ___________ ____ ____________

 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0004 _______________ ___ ____ __________________ ___________ ____ ____________

 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : ___ _________________       FREIGHT     : ___ ________________
ADDITIONAL COST: ___ _________________       GROSS AMOUNT:     _________2,000.00
```

7. Type **M6** in the 99 field in the 0001 line.

8. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the invoice.



```
OCP                               INVOICE WORKSHEET 1                         IWS-1T
445 - INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS
NEXT FUNCTION: ________ ACTION: ________                      02/24/1998  14:37:24
REQUEST:  _____
==================================================================================
INVOICE NUMBER : ______7594863011 DATE: 02/02/2002    MODEL: _ ________________
VENDOR SHORT NM: SAASFRANKADDS__  FRANK A. SAAS, D.D.S.          CURR   : ____
VENDOR NUMBER  : _561241574 A_    KENANSVILLE                    CM/DM     : I
PO REFERENCE   : XXBS XX90000001 ______  COUNTY CODE: __________ MULTI PYMT: N
TERMS CODE: N30  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: ________________
REMIT MSG:  ___  __________________________________________________________
                                        SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001 _______2,000.00 001 XX01 534511___________ 10003100____ ____ ____________
 ___ ________1 EA__ G21864_________ SEMIANNUAL_CHECKUPS_ Y Y Y Y  ___ M6  ___
0002 _______________ ___ ____ __________________ ___________ ____ ____________

 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0003 _______________ ___ ____ __________________ ___________ ____ ____________

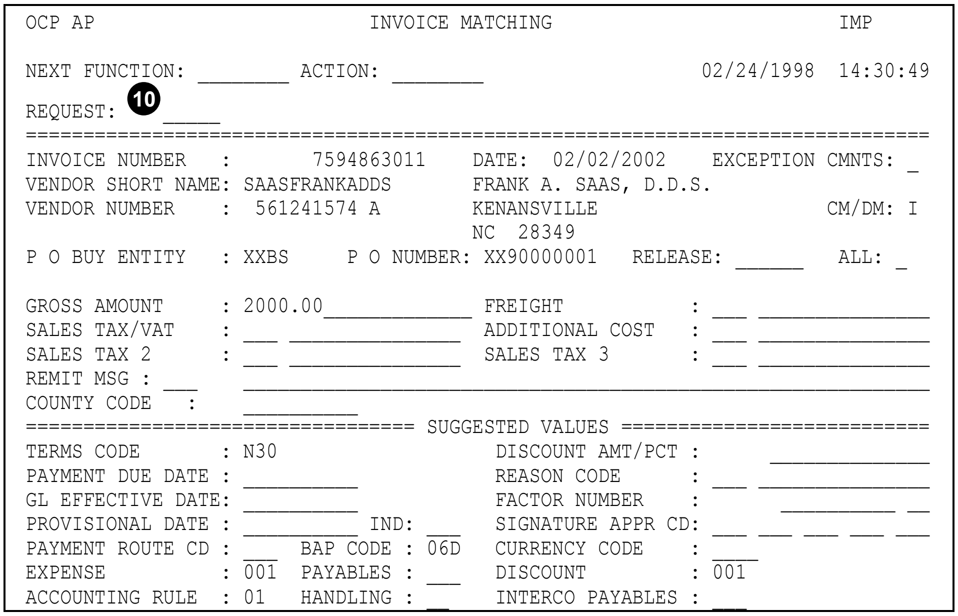
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0004 _______________ ___ ____ __________________ ___________ ____ ____________

 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : ___ _________________       FREIGHT     : ___ ________________
ADDITIONAL COST: ___ _________________       GROSS AMOUNT:     _________2,000.00
```

The system displays the message: **445 - INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS**.

9. Type **4** in the REQUEST field and press Enter to return to the *IMP* screen.

NOTES



```
OCP AP                        INVOICE MATCHING                       IMP

NEXT FUNCTION: ________ ACTION: ________                 02/24/1998  14:30:49
REQUEST: _____
==============================================================================
INVOICE NUMBER   :       7594863011    DATE:  02/02/2002    EXCEPTION CMNTS: _
VENDOR SHORT NAME: SAASFRANKADDS       FRANK A. SAAS, D.D.S.
VENDOR NUMBER    :  561241574 A        KENANSVILLE                    CM/DM: I
                                       NC  28349
P O BUY ENTITY   : XXBS     P O NUMBER: XX90000001   RELEASE: ______   ALL: _

GROSS AMOUNT     : 2000.00____________ FREIGHT          : ___ _______________
SALES TAX/VAT    : ___ _______________ ADDITIONAL COST  : ___ _______________
SALES TAX 2      : ___ _______________ SALES TAX 3      : ___ _______________
REMIT MSG : ___    ___________________________________________________________
COUNTY CODE   :    __________
================================= SUGGESTED VALUES ===========================
TERMS CODE       : N30                  DISCOUNT AMT/PCT :       ______________
PAYMENT DUE DATE : __________           REASON CODE      : ___ _______________
GL EFFECTIVE DATE: __________           FACTOR NUMBER    :        __________ __
PROVISIONAL DATE : __________ IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BAP CODE : 06D  CURRENCY CODE    : ____
EXPENSE          : 001  PAYABLES : ___  DISCOUNT         : 001
ACCOUNTING RULE  : 01   HANDLING : __   INTERCO PAYABLES : ___
```

10. Type **PASS** in the REQUEST field and press Enter to pass the invoice to your *Invoice Reapplication Work Queue (IRQ)*.

11. Wait until you receive the *Matching Invoice Verification Report* or a signed invoice indicating that you have the required signature approval to pay the invoice for this transaction.

> If your agency requires a signed invoice as proof of authorization, send a copy of the invoice to the requester for his or her signature.
>
> If your agency uses the *Matching Invoice Verification Report*, your agency will have a policy for distributing the report to the requesters.

REPORT ID	: AP-0006			PAGE :	1
TO :	TRAINING REQUISITIONER	PAY ENTITY :	XXPT	CONTROL GROUP:	124
SUBJECT :	MATCHING INVOICE VERIFICATION	OPERATOR :	0000XX	CONTROL DATE:	7594863011
AS OF :	03/01/02			INVOICE NUMBER :	

THE FOLLOWING INVOICE CONTAINS ITEMS THAT WILL BE CHARGED TO YOUR REQUISITION COST CENTER.
PLEASE CONFIRM THE CHARGE IN THE SPACE PROVIDED AND RETURN TO THE ACCOUNTS PAYABLE DEPARTMENT.

--------IN VOICE GENERAL INFORMATION--------

DATE :	02/16/02			GROSS INV AMOUNT :	2000.00
DUE DATE:	03/16/02	PO REFERENCE :	XX90000001	TAX/VAT:	.00
BILLING VENDOR:	FRANK A. SAAS, DDS		0001	FREIGHT :	.00
BUYER:	KENANSVILLE, NC TRAINING BUYER			ADDITIONAL COST :	.00

--------I NVOICE DETAIL INFORMATION--------

LINE	CO	ACCOUNT	CENTER	VENDOR ITEM DESCRIPTION	INVOICE QUANTITY	UOM	AMOUNT
1	XX01	534511	10003100	SEMIANNUAL CHECKUPS FOR PRISONERS	1	EA	2000.00

--------AP PROVAL DISPOSITION--------

HOLD PENDING ACTION : ______ WHEN ? ________ TYPE ? ________

PAY AS INVOICED : X DATE SERVICE/GOODS RECEIVED : 01/10 - 01/15/02

NOTES : ________

DEDUCT (AMOUNT) : ________ EXPLAIN : ________

SIGNATURE AUTHORIZES CHARGES AS SHOWN ABOVE

SIGNED R. C. Smith

TITLE Training Requisitioner

DATE 03/17/02

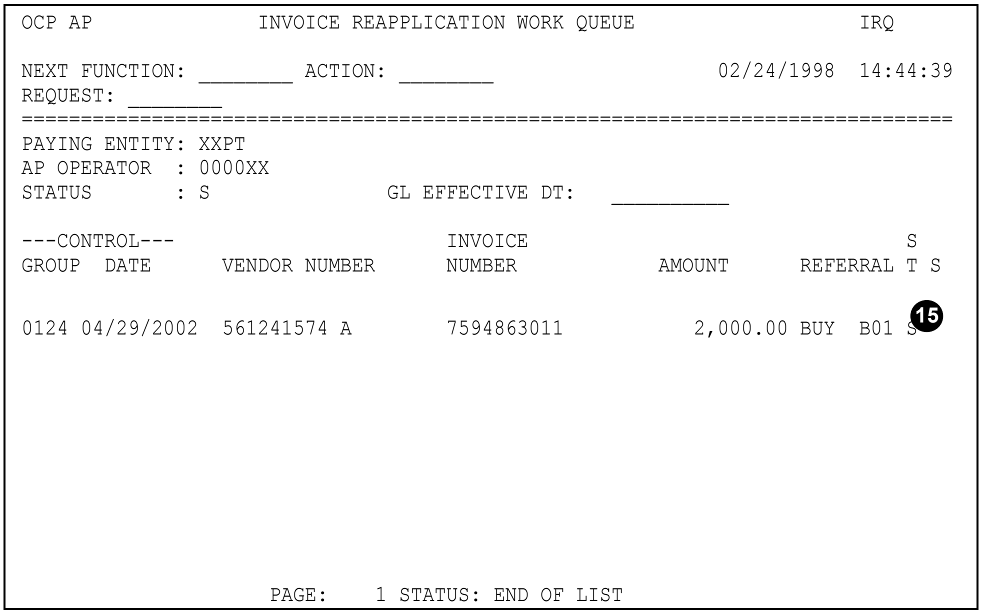
NOTES

You have received signature approval from the requester, authorizing payment for this invoice. The requester does not require you to make any changes to the invoice. In other words, you should pay the invoice as is.

12. Type **IRQ** in the NEXT FUNCTION field and press Enter to access your *Invoice Reapplication Work Queue (IRQ)* screen.

13. Type **XX** in the AP OPERATOR field.

14. Type **S** in the STATUS field and press Enter to access a list of invoices *pending signature verification*.



```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                   IRQ

NEXT FUNCTION: ________ ACTION: ________                   02/24/1998  14:44:39
REQUEST: ________
================================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : S               GL EFFECTIVE DT:   __________

---CONTROL---                      INVOICE                                   S
GROUP  DATE       VENDOR NUMBER      NUMBER            AMOUNT      REFERRAL T S


0124 04/29/2002  561241574 A        7594863011           2,000.00 BUY   B01 S





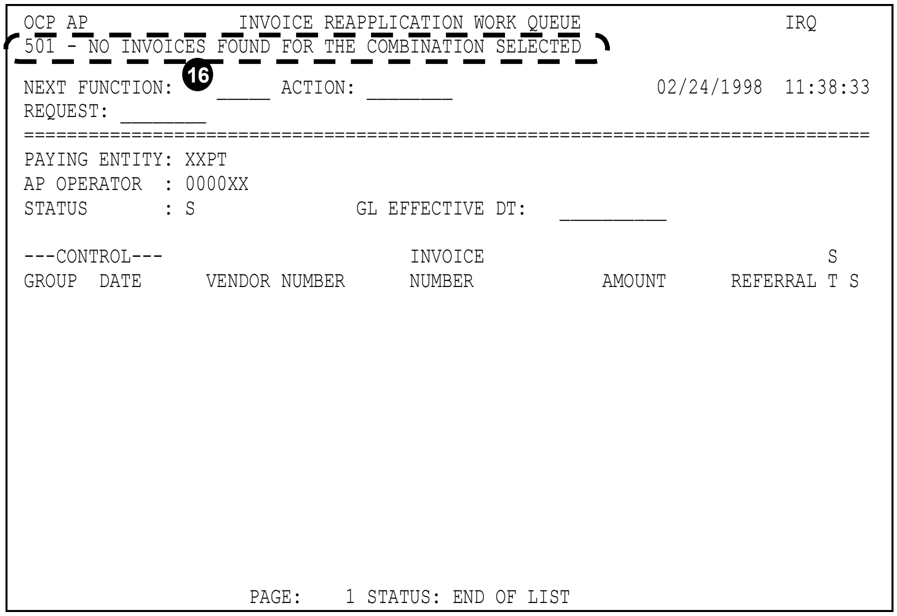






                      PAGE:    1 STATUS: END OF LIST
```

15. Type **P** in the S (SELECT) field to *pay the invoice as is* and press Enter.



```
OCP AP              INVOICE REAPPLICATION WORK QUEUE                   IRQ
501 - NO INVOICES FOUND FOR THE COMBINATION SELECTED

NEXT FUNCTION: _____ ACTION: ________                      02/24/1998  11:38:33
REQUEST: ________
================================================================================
PAYING ENTITY: XXPT
AP OPERATOR  : 0000XX
STATUS       : S               GL EFFECTIVE DT:   __________

---CONTROL---                      INVOICE                                   S
GROUP  DATE       VENDOR NUMBER      NUMBER            AMOUNT      REFERRAL T S













                      PAGE:    1 STATUS: END OF LIST
```

NOTES

The invoice disappears from the *IRQ* screen and the message **501- NO INVOICES CAN BE FOUND FOR THE COMBINATION SELECTED** is displayed at the top of the screen. The system has accepted the invoice for payment.

> Remember that, on the *IRQ* screen, you can process an invoice with an **S** (*pending signature verification*) status in the same way that you process an invoice with an **A** (*available for accounts payable processing*) status.
>
> In other words, a requester will not always provide signature approval with a **P** (*pay as is*) instruction. The requester may require you to make changes to an invoice before paying it. You may be asked to make a partial payment (issue a debit memo or wait for the vendor's credit memo) or you may be asked to make changes such as deleting taxes from an invoice. From the *IRQ* screen, process these instructions just as you would process the scenarios in the *Processing Exceptions* section of this course. After you have made these changes, process the invoice for signature basis as described in the *Obtaining Signature Verification* section.

SUMMARY

This section described how to process a signature payment basis invoice. The signature payment basis for an invoice requires signature approval of the requester before an invoice can be paid.

The NCAS will interrupt the processing of an invoice and display a warning message if an invoice is signature basis. Your agency may require either a signed invoice or a *Matching Invoice Verification Report* as proof of signature approval. Attach a copy of the signature to the control group. Release the invoice once the required signature has been obtained.

Backup Withholding

Processing 1099 Transactions
Backup Withholding
Factoring Vendor Payments
Processing Other AP Transactions

Backup Withholding

Under certain circumstances, your agency is required to withhold taxes from vendor checks.

State Withholding

The state requires 4% withholding of any amount paid for personal services provided by a nonresident contractor in connection with a performance, entertainment, an athletic event, a speech or the creation of a film, radio, or television program.

Compensation of more than $1500 during a calendar year paid to a nonresident contractor performing the above services shall be subject to the law. Withholding is not required if a nonresident entity obtains a certificate of authority from the Secretary of State.

Federal Withholding

The Internal Revenue Service requires 31% withholding from vendor payments under certain circumstances. The most common one that an AP clerk would encounter is the refusal to supply a Taxpayer Identification Number (TIN). If a vendor is unwilling to provide you with a valid federal identification number or social security number, you are required to withhold 31% on every payment to that vendor.

Withholding on payment controls are established at the vendor level. The OSC will set the controls for trade vendors. It is the responsibility of each agency to notify NCAS Support Services if an out-of-state vendor requires flagging for withholding due to the type of services they offer.

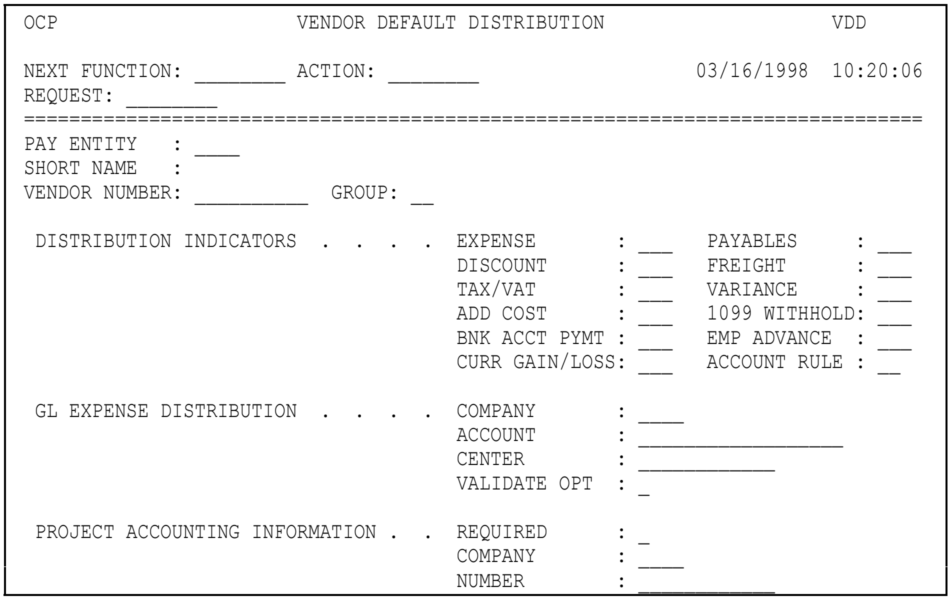
Agencies are responsible for setting the controls for non-trade vendors. To initiate withholding for a non-trade vendor:

- Type **yesterday's date** in the TAX ID EXPIRATION DATE field on the *Vendor Payable Information (VPN)* screen.

  🗁 This date *must* be entered in MM/DD/YYYY format.

NOTES

- Type the **withholding percentage** in the 1099 WITHHOLDING RATE field on the *VPN* screen. The rates are:
  - — **31%** for federal withholding only
  - — **4%** for state withholding only
  - — **35%** for both state and federal withholding
- Type the **appropriate mini-chart indicator** in the 1099 WITHHOLD field on the *Vendor Default Distribution (VDD)* screen. The mini-chart indicator determines how the accounting entries will post. The indicators are:
  - — **950** for federal withholding only
  - — **951** for state withholding only
  - — **952** for both state and federal withholding



```
OCP                    VENDOR DEFAULT DISTRIBUTION                  VDD

NEXT FUNCTION: ________ ACTION: ________                 03/16/1998  10:20:06
REQUEST: ________
================================================================================
PAY ENTITY   : ____
SHORT NAME   :
VENDOR NUMBER: __________  GROUP: __

 DISTRIBUTION INDICATORS  . . . .  EXPENSE       : ___   PAYABLES     : ___
                                   DISCOUNT      : ___   FREIGHT      : ___
                                   TAX/VAT       : ___   VARIANCE     : ___
                                   ADD COST      : ___   1099 WITHHOLD: ___
                                   BNK ACCT PYMT : ___   EMP ADVANCE  : ___
                                   CURR GAIN/LOSS: ___   ACCOUNT RULE : __

 GL EXPENSE DISTRIBUTION  . . . .  COMPANY       : ____
                                   ACCOUNT       : __________________
                                   CENTER        : ____________
                                   VALIDATE OPT  : _

 PROJECT ACCOUNTING INFORMATION . . REQUIRED     : _
                                   COMPANY       : ____
                                   NUMBER        : ____________
```

Withholding will only be applied to those invoice lines that are flagged with a 1099 code. Any of the usual 1099 codes will cause withholding to occur, if the vendor record has been appropriately flagged. Because state withholding applies to some corporations, there are times when state withholding must occur on transactions that are not reported on a 1099. For these transactions, the ST code must be used. Invoice lines marked with ST will incur withholding and state reporting, but will not be included in federal 1099 processing.

It is very important that you flag the line with a 1099 code when you enter the invoice. The line will not be picked up for withholding and reporting without it.

NOTES

To correct a transaction that has been withheld in error, please refer to the following procedures:

- Procedure 30A: Correcting Withholding for Non-1099 Transactions
- Procedure 30B: Correcting Withholding for 1099 Transactions

WALKTHROUGH: Setting up a Vendor for Backup Withholding

SCENARIO

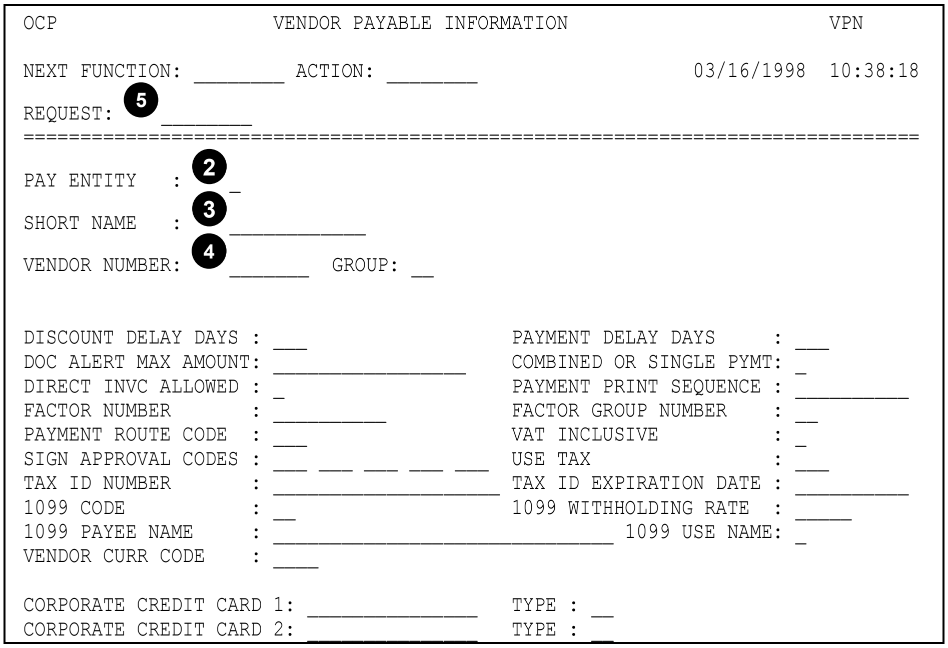
You have been notified that Barbara Laker's clinic, Wake Pediatric Clinic, is subject to federal withholding.

You have received an invoice from her which you will need to do withholding. This invoice is attached to the following Control Group Header sheet. You will need to set her up for backup withholding, process the control group and then enter the invoice. This invoice will need to be flagged for 1099 reporting which will activate the backup withholding.

The accounting distribution is XX01 532199 10001000. The 1099 code is M6.

1. Type **VPN** in the NEXT FUNCTION field and press Enter to access the *Vendor Payable Information (VPN)* screen.

NOTES



```
OCP                    VENDOR PAYABLE INFORMATION                      VPN

NEXT FUNCTION: ________ ACTION: ________                  03/16/1998  10:38:18

REQUEST:    ________
==============================================================================

PAY ENTITY   :   _

SHORT NAME   :   ____________

VENDOR NUMBER:   _______  GROUP: __


DISCOUNT DELAY DAYS : ___                 PAYMENT DELAY DAYS     : ___
DOC ALERT MAX AMOUNT: _________________   COMBINED OR SINGLE PYMT: _
DIRECT INVC ALLOWED : _                   PAYMENT PRINT SEQUENCE : __________
FACTOR NUMBER       : __________          FACTOR GROUP NUMBER    : __
PAYMENT ROUTE CODE  : ___                 VAT INCLUSIVE          : _
SIGN APPROVAL CODES : ___ ___ ___ ___ ___ USE TAX                : ___
TAX ID NUMBER       : ____________________ TAX ID EXPIRATION DATE : __________
1099 CODE           : __                  1099 WITHHOLDING RATE  : _____
1099 PAYEE NAME     : ______________________________ 1099 USE NAME: _
VENDOR CURR CODE    : ____

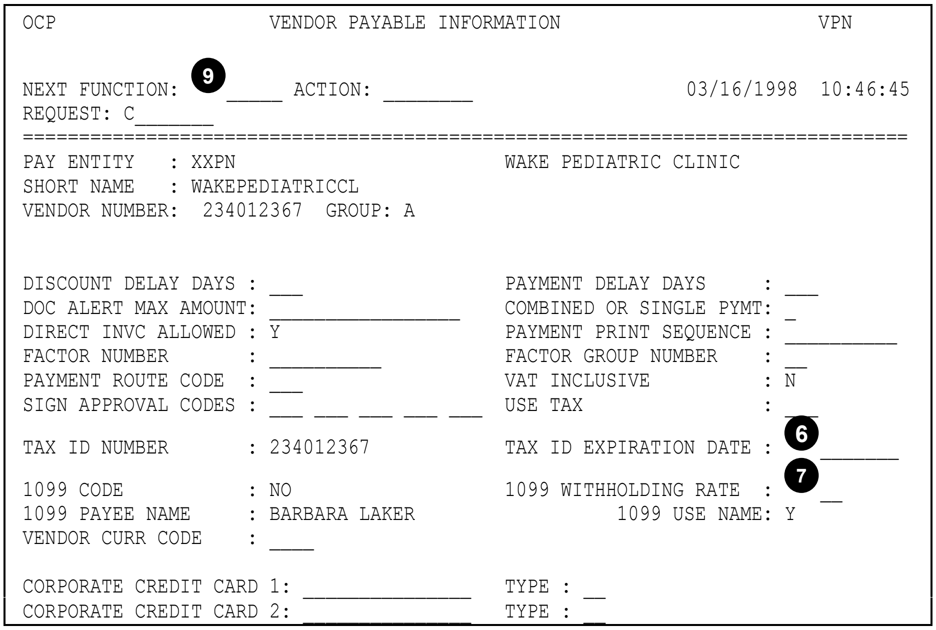
CORPORATE CREDIT CARD 1: _______________  TYPE : __
CORPORATE CREDIT CARD 2: _______________  TYPE : __
```

2. Type **XXPN** in the PAY ENTITY field.

3. Type **Wakepediatric@** in the SHORT NAME field.

4. Delete any data that has defaulted into the VENDOR NUMBER and/or GROUP fields.

5. Type **C** in the REQUEST field and press Enter to obtain the vendor information in the *change* mode.



```
OCP                    VENDOR PAYABLE INFORMATION                      VPN


NEXT FUNCTION:    _____ ACTION: ________                  03/16/1998  10:46:45
REQUEST: C_______
==============================================================================
PAY ENTITY   : XXPN                       WAKE PEDIATRIC CLINIC
SHORT NAME   : WAKEPEDIATRICCL
VENDOR NUMBER:  234012367  GROUP: A


DISCOUNT DELAY DAYS : ___                 PAYMENT DELAY DAYS     : ___
DOC ALERT MAX AMOUNT: _________________   COMBINED OR SINGLE PYMT: _
DIRECT INVC ALLOWED : Y                   PAYMENT PRINT SEQUENCE : __________
FACTOR NUMBER       : __________          FACTOR GROUP NUMBER    : __
PAYMENT ROUTE CODE  : ___                 VAT INCLUSIVE          : N
SIGN APPROVAL CODES : ___ ___ ___ ___ ___ USE TAX                : ___

TAX ID NUMBER       : 234012367           TAX ID EXPIRATION DATE :    _______

1099 CODE           : NO                  1099 WITHHOLDING RATE  :    __
1099 PAYEE NAME     : BARBARA LAKER                1099 USE NAME: Y
VENDOR CURR CODE    : ____

CORPORATE CREDIT CARD 1: _______________  TYPE : __
CORPORATE CREDIT CARD 2: _______________  TYPE : __
```

6. Type **02282002** in the TAX ID EXPIRATION DATE field.

This date *must* be entered in MM/DD/YYYY format.

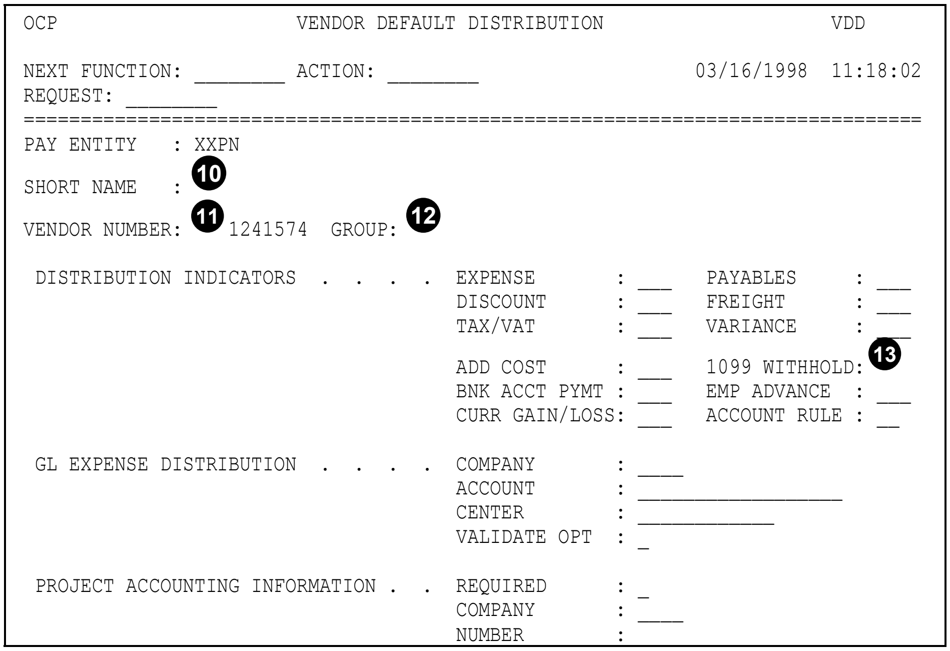
Normally you will put yesterday's date in the TAX ID EXPIRATION DATE field. For purposes of the training environment, we will use the set date of 02282002.

7. Type **31.00** in the 1099 WITHHOLDING RATE field to set the withholding percentage at 31%.

   To withhold state taxes only, type **4.00**. To withhold both state and federal, type **35.00**.

8. Press Enter to complete entry and process the changes.

9. Type **VDD** in the NEXT FUNCTION field and press Enter to access the *Vendor Default Distribution (VDD)* screen.



```
OCP                    VENDOR DEFAULT DISTRIBUTION                   VDD

NEXT FUNCTION: ________ ACTION: ________                03/16/1998  11:18:02
REQUEST: ________
================================================================================
PAY ENTITY   : XXPN

SHORT NAME   :

VENDOR NUMBER:   1241574  GROUP:

 DISTRIBUTION INDICATORS  . . . .  EXPENSE      : ___   PAYABLES     : ___
                                   DISCOUNT     : ___   FREIGHT      : ___
                                   TAX/VAT      : ___   VARIANCE     :

                                   ADD COST     : ___   1099 WITHHOLD:
                                   BNK ACCT PYMT : ___  EMP ADVANCE  : ___
                                   CURR GAIN/LOSS: ___  ACCOUNT RULE : __

 GL EXPENSE DISTRIBUTION  . . . .  COMPANY      : ____
                                   ACCOUNT      : __________________
                                   CENTER       : ____________
                                   VALIDATE OPT : _

 PROJECT ACCOUNTING INFORMATION . . REQUIRED    : _
                                   COMPANY      : ____
                                   NUMBER       :
```

10. Delete any **vendor short name** in the SHORT NAME field that may have defaulted into that field.

11. Type **234012367** in the VENDOR NUMBER field over any data that may have defaulted into that field.

12. Type **a** in the GROUP field.

13. Type **950** in the 1099 WITHHOLD field and press Enter to indicate that you are withholding federal taxes from this vendor.

    If you are withholding state taxes, type **951** in the 1099 WITHHOLD field. If you are withholding both state and federal taxes, type **952** in the 1099 WITHHOLD field. This indicator controls the account to which the withheld amount is posted.

NOTES You are now ready to process the control group from the following Control Group Header sheet.

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY ☒ **XXPN** ☐ ______
☐ ______ **Other** ______

ENTRY METHOD ☒ DIRECT INVOICES
☐ MATCHING INVOICES
☐ EMPLOYEE INVOICES

CONTROL GROUP DATE: **TODAY'S DATE**
CONTROL GROUP NUMBER: **127**

OPERATOR ID: ________________ **YOUR INITIALS**
DBS # Initials

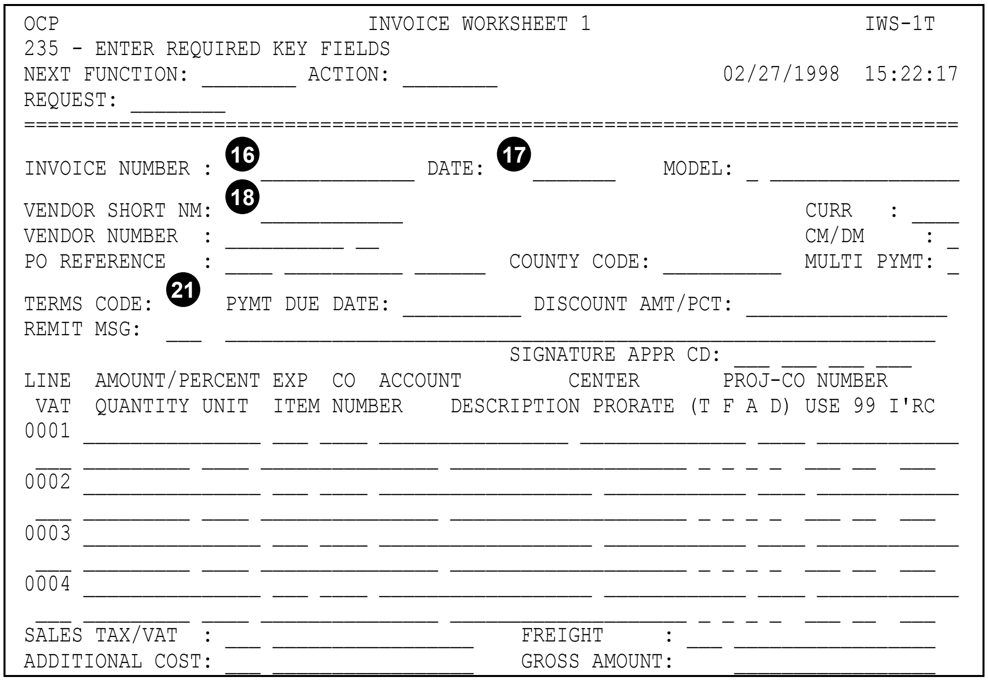
	INVOICE NUMBER	**NUMBER OF DOCUMENTS**	**AMOUNT**
PER TAPE		**1**	**850.00**
ADJUSTMENTS			
AMOUNT ENTERED		**1**	**850.00**

14. Remember to first enter the control group header information on the *Control Document Entry (CDE)* screen. (Refer to **Procedure 7: Entering a Control Group**.)

    - To indicate that this control group covers *direct* invoices, type **D** in the ENTRY METHOD field.

    - The non-trade paying entity is **XXPN**.

15. Press Enter to process the control group header information and to access the *Invoice Worksheet 1 (IWS-1T)* screen.



```
OCP                              INVOICE WORKSHEET 1                     IWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                     02/27/1998  15:22:17
REQUEST: ________
===============================================================================

INVOICE NUMBER :    ____________ DATE:    _______    MODEL: _ ________________

VENDOR SHORT NM:    ___________                                   CURR   : ____
VENDOR NUMBER  : __________ __                                    CM/DM     : _
PO REFERENCE   : ____ __________ ______  COUNTY CODE: __________  MULTI PYMT: _

TERMS CODE:      PYMT DUE DATE: __________ DISCOUNT AMT/PCT: ________________
REMIT MSG:  ___  ____________________________________________________________
                                           SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001 _______________ ___ ____ ________________ ______________ ____ ____________

 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0002 _______________ ___ ____ __________________ ____________ ____ ____________

 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0003 _______________ ___ ____ __________________ ____________ ____ ____________

 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0004 _______________ ___ ____ __________________ ____________ ____ ____________

 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : ___ _________________   FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________   GROSS AMOUNT:     _________________
```

<table>
<tr><td colspan="2">Invoice: Wake Pediatric Clinic
831 West Morgan St
Raleigh, NC 27611-2863</td><td colspan="2">Invoice Number: 862496658
Invoice Date: 03/01/2002
Terms: Net 30</td></tr>
<tr><td>Description:</td><td>Quantity:</td><td>Unit Price:</td><td>Total Price:</td></tr>
<tr><td>Physicals</td><td>10</td><td>85.00</td><td>850.00</td></tr>
<tr><td></td><td></td><td>Freight:</td><td></td></tr>
<tr><td></td><td></td><td>Tax:</td><td></td></tr>
<tr><td></td><td></td><td>Total:</td><td>850.00</td></tr>
</table>

16. Type **862496658** in the INVOICE NUMBER field.

17. Type **030102** in the DATE field.

18. Type **Wakepediatric@** in the VENDOR SHORT NM field and press Enter to obtain the vendor number.

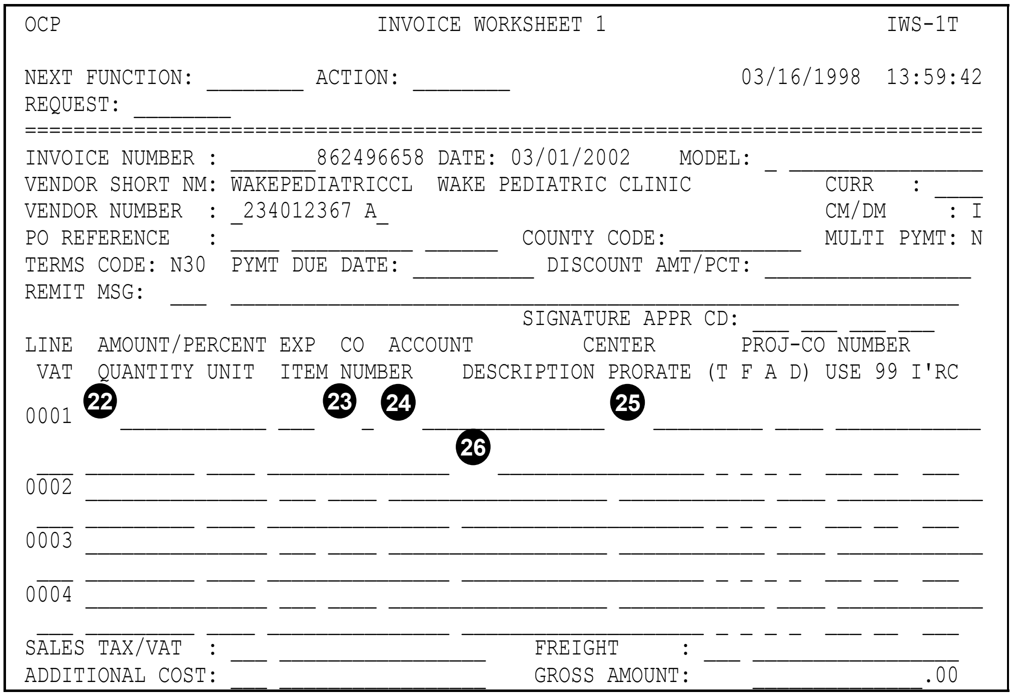
NOTES

19. The following message will be displayed: **U50-VENDOR SUBJECT TO FEDERAL WITHHOLDING PRESS ENTER TO CONTINUE.** Press Enter to override the message and continue processing the invoice.

20. The following message will be displayed: **VENDOR MAY BE 1099 ELIGIBLE**. Press Enter to continue.

    You must enter a 1099 code for this transaction. You will enter this code when you enter the details of this transaction.

21. Type **N30** over the data presently displayed in the TERMS CODE field.



```
OCP                          INVOICE WORKSHEET 1                      IWS-1T

NEXT FUNCTION: ________ ACTION: ________                 03/16/1998  13:59:42
REQUEST: ________
===============================================================================
INVOICE NUMBER : _______862496658 DATE: 03/01/2002    MODEL: _ _______________
VENDOR SHORT NM: WAKEPEDIATRICCL  WAKE PEDIATRIC CLINIC          CURR   : ____
VENDOR NUMBER  : _234012367 A_                                   CM/DM     : I
PO REFERENCE   : ____ __________ ______  COUNTY CODE: __________  MULTI PYMT: N
TERMS CODE: N30  PYMT DUE DATE: __________  DISCOUNT AMT/PCT: ________________
REMIT MSG:  ___  _____________________________________________________________
                                        SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT        CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001   ____________ ___    _    _______________  _________ ____ ___________
 ___  _________ ____ _______________  _________________ _ _ _ _  ___ __  ___
0002  _______________ ___ ____ __________________ ____________ ____ ___________
 ___  _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0003  _______________ ___ ____ __________________ ____________ ____ ___________
 ___  _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0004  _______________ ___ ____ __________________ ____________ ____ ___________
 ___  _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  :  ___ _________________   FREIGHT     : ___ _________________
ADDITIONAL COST:  ___ _________________   GROSS AMOUNT:      ______________.00
```

22. At the 0001 line, type **850.00** in the AMOUNT/PERCENT field.

23. Type **your company number (XX01)** in the CO field.

24. Type **532199** in the ACCOUNT field.

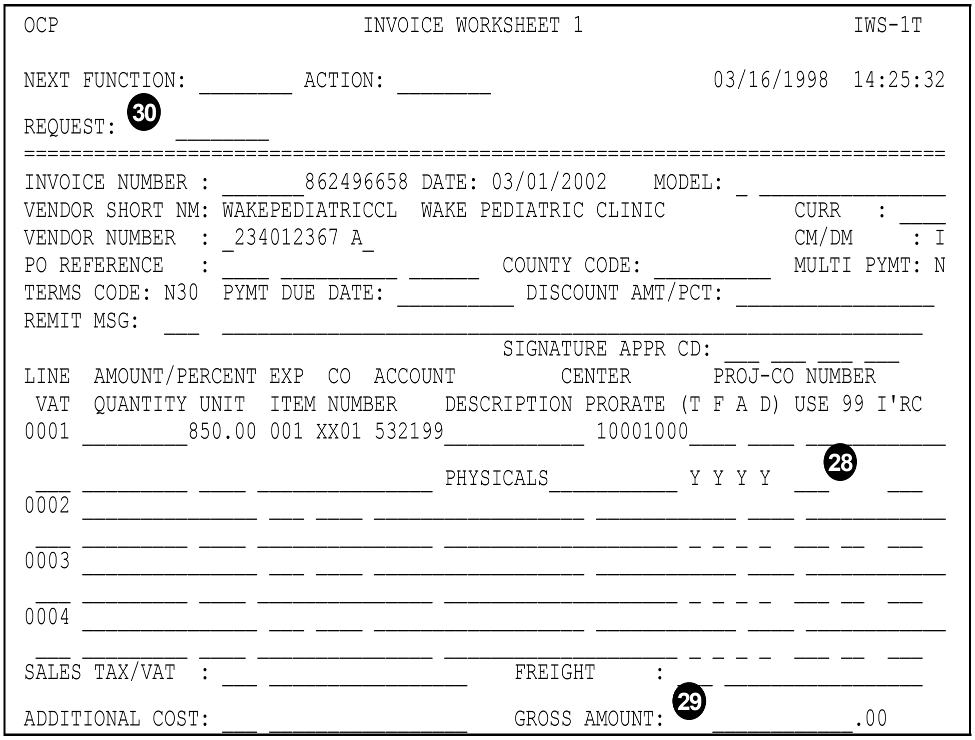
25. Type **10001000** in the CENTER field.

26. Type **Physicals** in the DESCRIPTION field.

27. Press Enter to process the information.

    "NO" has defaulted to the 1099 field. Wake Pediatric will receive a 1099 for this service and is subject to backup withholding, so you must override the "NO" with a 1099 code on line 0001. The valid 1099 code will trigger backup withholding for this line.

NOTES



```
OCP                           INVOICE WORKSHEET 1                      IWS-1T

NEXT FUNCTION: ________ ACTION: ________                   03/16/1998  14:25:32
REQUEST:      ________
===============================================================================
INVOICE NUMBER : _______862496658 DATE: 03/01/2002    MODEL: _ ________________
VENDOR SHORT NM: WAKEPEDIATRICCL  WAKE PEDIATRIC CLINIC           CURR    : ____
VENDOR NUMBER  : _234012367 A_                                    CM/DM     : I
PO REFERENCE   : ____ __________ ______  COUNTY CODE: __________  MULTI PYMT: N
TERMS CODE: N30  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___  ____________________________________________________________
                                         SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001 _________850.00 001 XX01 532199___________ 10001000____ ____ ____________
 ___ _________ ____ _______________ PHYSICALS___________ Y Y Y Y  ___      ___
0002 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __   ___
0003 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __   ___
0004 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __   ___
SALES TAX/VAT  : ___ _________________    FREIGHT     : ___ _________________

ADDITIONAL COST: ___ _________________    GROSS AMOUNT:     ____________.00
```

28. Type **M6** over “NO” in the 99 field of line 0001 to indicate that this is a 1099 transaction and is also subject to backup withholding.

29. Type **850.00** in the GROSS AMOUNT field. Delete the zeros at the end of the field.

30. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the document and access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

Factoring Vendor Payments

Processing 1099 Transactions
Backup Withholding
Factoring Vendor Payments
Processing Other AP Transactions

Factors

Certain vendors may be set up as factors. A **factor** is a vendor who receives payment in lieu of the original vendor.

For example, your agency needs to make a payment to Wake County for the Steps Out program. However, the payment needs to go to the State Treasurer. The State Treasurer is the factor for Wake County.

A vendor's file can be set up to factor every payment to another vendor. The OSC will set up the trade vendor files for whom payments need to be factored. To set up non-trade or employee vendor files for factor payments, contact the NCAS Support Services at 875-HELP. When an invoice is entered for the original vendor (after a vendor's file has been established to factor every payment) the check will automatically be issued to the factor vendor.

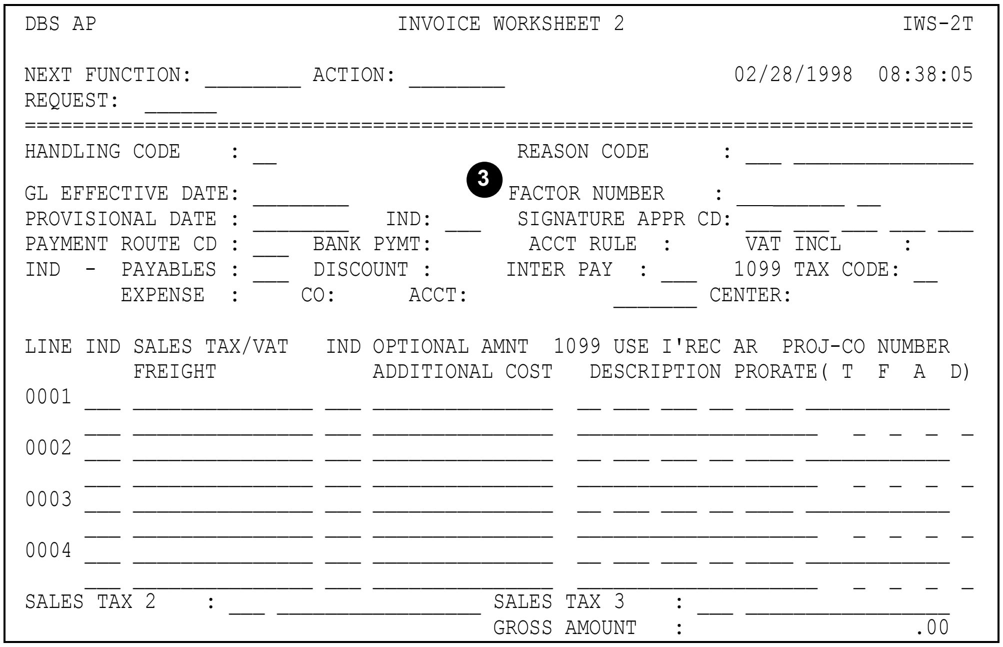
You do not need to set up the vendor file to factor every payment if only one payment needs to be factored. To factor only one payment, do the following:

1. Verify that the vendor receiving the payment is established as a factor in the vendor file. The status of a factor vendor is **F** on the *VRS* screen.
2. Complete the *Invoice Worksheet 1* (*IWS-1T)* or *Employee Expense Worksheet 1 (EWS-1T)* screen just as you normally would with one exception.
3. Enter the vendor number for the factor in the FACTOR NUMBER field on the *Invoice Worksheet 2 (IWS-2T)* or *Employee Expense Worksheet 2 (EWS-2T)* screen.

Once this is completed, a check will automatically be issued to the factor in lieu of the original vendor.

Note that for a payment to be factored, both vendors *must* exist in the system.

NOTES



```
DBS AP                          INVOICE WORKSHEET 2                     IWS-2T

NEXT FUNCTION: ________ ACTION: ________                  02/28/1998  08:38:05
REQUEST:  ______
===============================================================================
HANDLING CODE    : __                   REASON CODE      : ___ _______________

GL EFFECTIVE DATE: ________             FACTOR NUMBER    : _________ __
PROVISIONAL DATE : ________   IND: ___  SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BANK PYMT:       ACCT RULE  :      VAT INCL     :
IND  -  PAYABLES : ___  DISCOUNT :     INTER PAY  : ___   1099 TAX CODE: __
        EXPENSE  :    CO:      ACCT:                _______ CENTER:

LINE IND SALES TAX/VAT   IND OPTIONAL AMNT  1099 USE I'REC AR  PROJ-CO NUMBER
         FREIGHT             ADDITIONAL COST   DESCRIPTION PRORATE( T  F  A  D)
0001 ___ _______________ ___ _______________  __ ___ ___ __ ____ ____________
     ___ _______________ ___ _______________  ____________________   _  _  _  _
0002 ___ _______________ ___ _______________  __ ___ ___ __ ____ ____________
     ___ _______________ ___ _______________  ____________________   _  _  _  _
0003 ___ _______________ ___ _______________  __ ___ ___ __ ____ ____________
     ___ _______________ ___ _______________  ____________________   _  _  _  _
0004 ___ _______________ ___ _______________  __ ___ ___ __ ____ ____________
     ___ _______________ ___ _______________  ____________________   _  _  _  _
SALES TAX 2    : ___ _________________ SALES TAX 3    : ___ _________________
                                       GROSS AMOUNT   :                   .00
```

WALKTHROUGH: Factoring Vendor Payments

SCENARIO

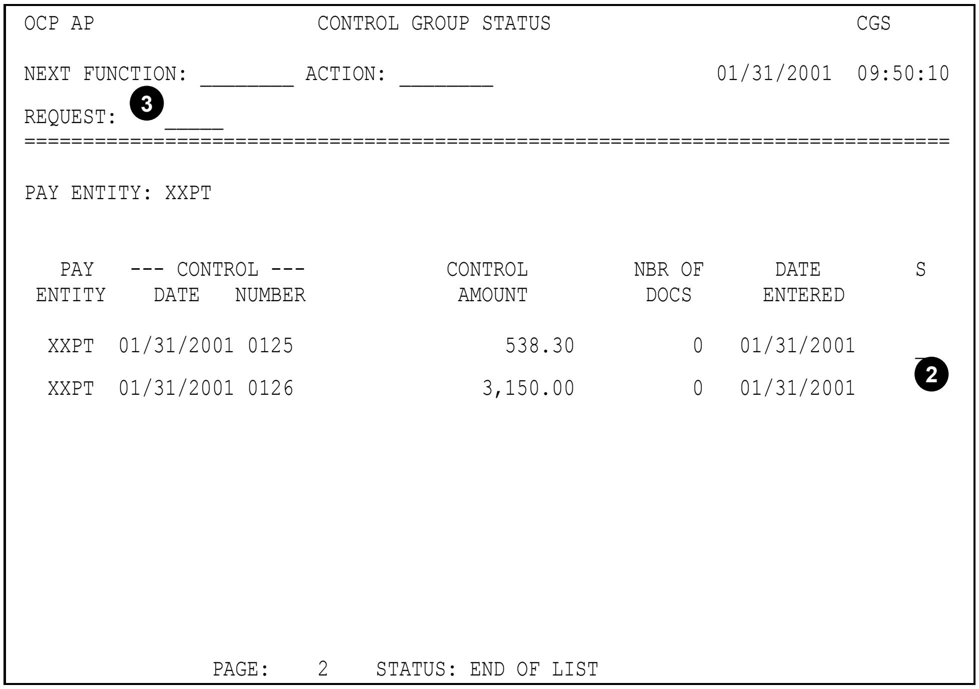
The third invoice in control group 126 is for the Steps Out program for Wake County. The payment has to be factored to the Office of the State Treasurer. (Only this payment needs to be factored. All Wake County payments do not need to be factored.)

Wake County and the Office of the State Treasurer both exist in the system. The vendor number for Wake County is 566000347 D and the vendor number for the Office of the State Treasurer is 561545517 B.

You are currently working under Control Group Header 127, however, you need to be under Control Group Header 126.

1. Type **CGS** in the NEXT FUNCTION field and press Enter to access the *Control Group Status (CGS)* screen.

NOTES



```
OCP AP                    CONTROL GROUP STATUS                             CGS

NEXT FUNCTION: ________ ACTION: ________                   01/31/2001  09:50:10
REQUEST:    _____
===============================================================================

PAY ENTITY: XXPT


   PAY   --- CONTROL ---            CONTROL         NBR OF      DATE         S
 ENTITY    DATE   NUMBER             AMOUNT          DOCS      ENTERED

  XXPT  01/31/2001 0125                  538.30          0   01/31/2001      _

  XXPT  01/31/2001 0126                3,150.00          0   01/31/2001      _









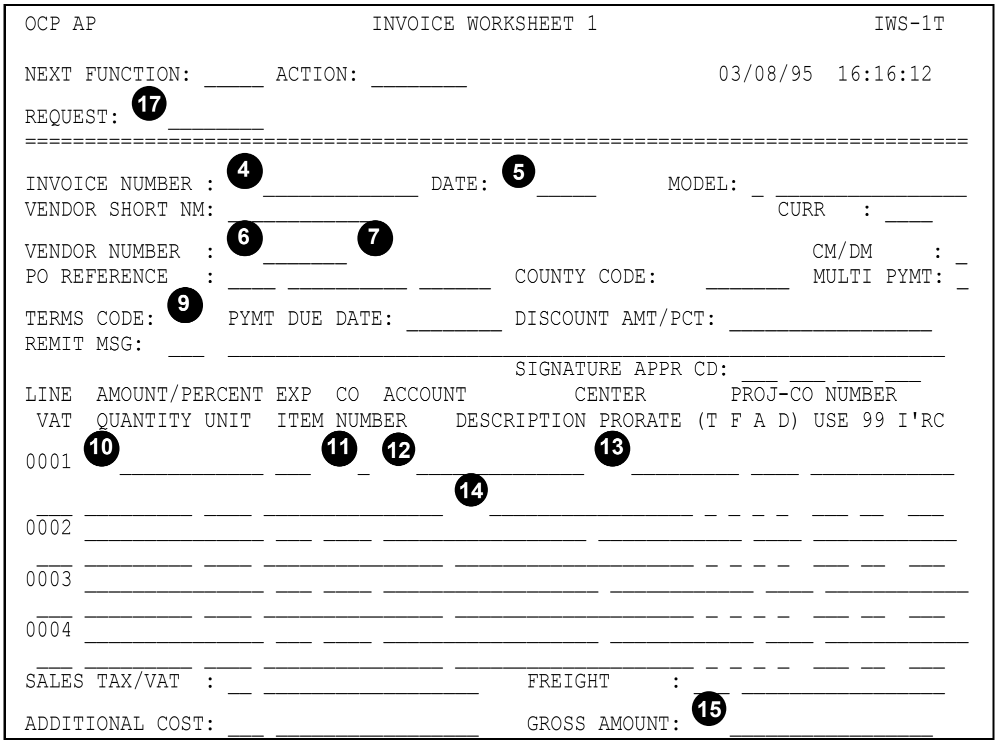
                PAGE:    2    STATUS: END OF LIST
```

2. Type **S** in the S field next to Control Group 126 and press Enter to select Control Group 126 and access the *Control Entry Status (CES)* screen.

3. Type **3** in the REQUEST field and press Enter to access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

Invoice: **Wake County** **Dept. of Social Services** **Raleigh, NC 27602**		**Invoice Number: 984657351** **Invoice Date: 03/11/2002** **Terms: Net**	
Description:	**Quantity:**	**Unit Price:**	**Total Price:**
Steps Out Program			**500.00**
		Freight:	
		Tax:	
		Total:	**500.00**

NOTES

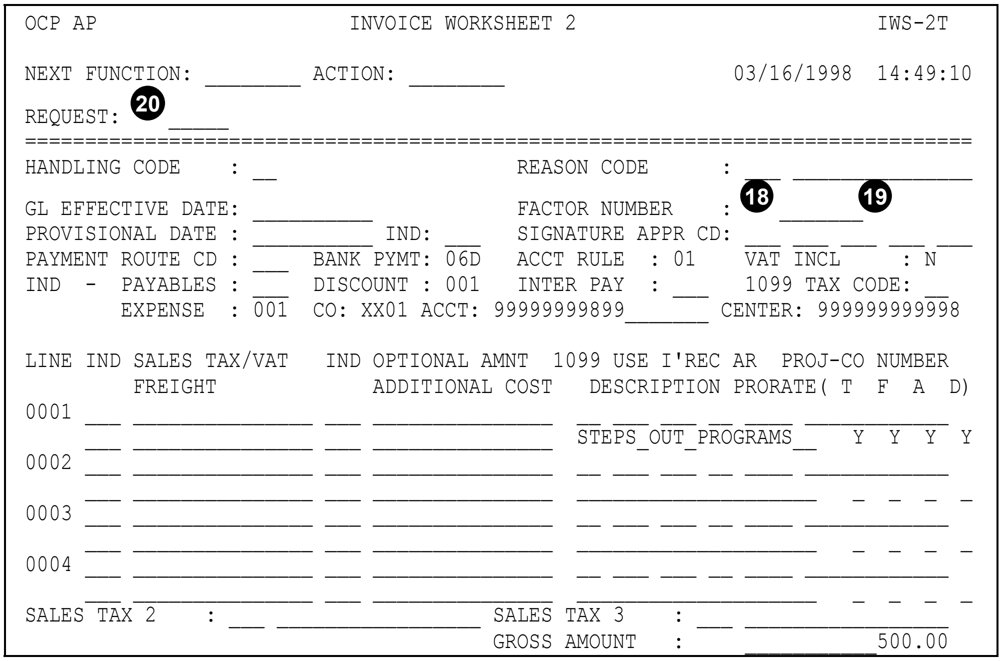


```
OCP AP                        INVOICE WORKSHEET 1                      IWS-1T

NEXT FUNCTION: _____ ACTION: ________                    03/08/95  16:16:12
REQUEST:    ________
===============================================================================
INVOICE NUMBER :   _____________ DATE:   _____     MODEL: _ ________________
VENDOR SHORT NM:   ___________                              CURR   : ____
VENDOR NUMBER  :   _______                                     CM/DM      : _
PO REFERENCE   : ____ __________ ______ COUNTY CODE:    _______ MULTI PYMT: _
TERMS CODE:     PYMT DUE DATE: ________ DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___  ____________________________________________________________
                                        SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT        CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001    ____________ ___   _   ______________   _________ ____ ____________
 ___ _________ ____ _______________   _________________ _ _ _ _  ___ __  ___
0002 _______________ ___ ____ _________________ ___________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0003 _______________ ___ ____ _________________ ___________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0004 _______________ ___ ____ _________________ ___________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : __ __________________    FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________    GROSS AMOUNT:  _________________
```

4. Type **984657351** in the INVOICE NUMBER field.
5. Type **031102** in the DATE field.
6. Type **566000347** in the first blank of the VENDOR NUMBER field.
7. Type **D** in the second blank of the VENDOR NUMBER field and press Enter to retrieve the vendor information. The system displays the following message: **VENDOR IS NORMALLY A MATCHING VENDOR.**
8. Press Enter to override the message.
9. Verify that your payment terms are **net** in the TERMS CODE field.
10. At the 0001 line, type **500.00** in the AMOUNT/PERCENT field.
11. Type your **company number (XX01)** in the CO field.
12. Type **533150** in the ACCOUNT field.
13. Type **10001000** in the CENTER field.
14. Type **Steps Out Program** in the DESCRIPTION field.
15. Type **500.00** in the GROSS AMOUNT field. Delete the zeros at the end of the field.
16. Press Enter to process the information.
17. Type **R** in the REQUEST field and press Enter to access the *Invoice Worksheet 2 (IWS-2T)* screen.

NOTES



```
OCP AP                         INVOICE WORKSHEET 2                        IWS-2T

NEXT FUNCTION: ________ ACTION: ________                   03/16/1998  14:49:10
REQUEST:  _____
================================================================================
HANDLING CODE    : __                    REASON CODE      : ___ _______________

GL EFFECTIVE DATE: __________            FACTOR NUMBER    :         _______
PROVISIONAL DATE : __________ IND: ___   SIGNATURE APPR CD: ___ ___ ___ ___ ___
PAYMENT ROUTE CD : ___  BANK PYMT: 06D   ACCT RULE  : 01    VAT INCL      : N
IND  -  PAYABLES : ___  DISCOUNT : 001   INTER PAY  : ___   1099 TAX CODE: __
        EXPENSE  : 001  CO: XX01 ACCT: 99999999899______ CENTER: 999999999998

LINE IND SALES TAX/VAT   IND OPTIONAL AMNT  1099 USE I'REC AR  PROJ-CO NUMBER
         FREIGHT             ADDITIONAL COST   DESCRIPTION PRORATE( T  F  A  D)
0001 ___ _______________ ___ _______________  __ ___ ___ __ ____ ____________
     ___ _______________ ___ _______________  STEPS_OUT_PROGRAMS__   Y  Y  Y  Y
0002 ___ _______________ ___ _______________  __ ___ ___ __ ____ ____________
     ___ _______________ ___ _______________  ____________________   _  _  _  _
0003 ___ _______________ ___ _______________  __ ___ ___ __ ____ ____________
     ___ _______________ ___ _______________  ____________________   _  _  _  _
0004 ___ _______________ ___ _______________  __ ___ ___ __ ____ ____________
     ___ _______________ ___ _______________  ____________________   _  _  _  _
SALES TAX 2    : ___ _________________ SALES TAX 3    : ___ _________________
                                       GROSS AMOUNT   :     ___________500.00
```

18. Type **561545517** (the factor's vendor number) in the FACTOR NUMBER field.

19. Type **B** in the second blank of the FACTOR NUMBER field and press Enter to process the information.

    🗀 Note that if the vendor's factor file does not have a factor status, the following error message will appear: **162 - VENDOR ENTERED IS NOT A FACTOR.**

20. Type **N** in the REQUEST field to balance the document and press Enter to access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

    The Steps Out payment has been factored to the Office of the State Treasurer. The NCAS will make the check payable to the factor vendor.

You have completed keying in the third document in control group 126.

Processing Other AP Transactions

Processing 1099 Transactions
Backup Withholding
Factoring Vendor Payments
Processing Other AP Transactions

Overview

In addition to processing 1099 transactions and factoring vendor payments, the NCAS also performs four other special AP functions:

- Processing fixed assets documents
- Processing year-end accruals
- Processing sales tax
- Refund of Expenditures

Processing Fixed Asset Documents

Invoices that are coded to fixed asset accounts are entered in the NCAS exactly like all other invoices.

Fixed asset accounts begin with “534.”

Examples of fixed asset account numbers are:

- 534521 - Office equipment
- 534522 - Computer equipment

Report series **MM132-1 AP TO FA INTERFACE** contains a report listing invoice activity for fixed asset accounting.

A fixed asset interface has been implemented to automate the passing of fixed asset information from the Accounts Payable module to the Fixed Assets module. For more information on the Fixed Assets module and the AP interface, refer to the *Fixed Asset* training course.

NOTES

Processing Year-End Accruals

The State of North Carolina’s fiscal accounting year ends on June 30th of each year. Because the state’s accounting records are maintained from July through June on the cash basis, a Generally Accepted Accounting Principles (GAAP) conversion is required in June. Included in the GAAP conversion are accruals for accounts payable.

Your agency will receive invoices after June 30th for goods and services received in previous months. These invoices must be reflected in the 13th accounting period as accruals for that year’s conversion to the GAAP basis.

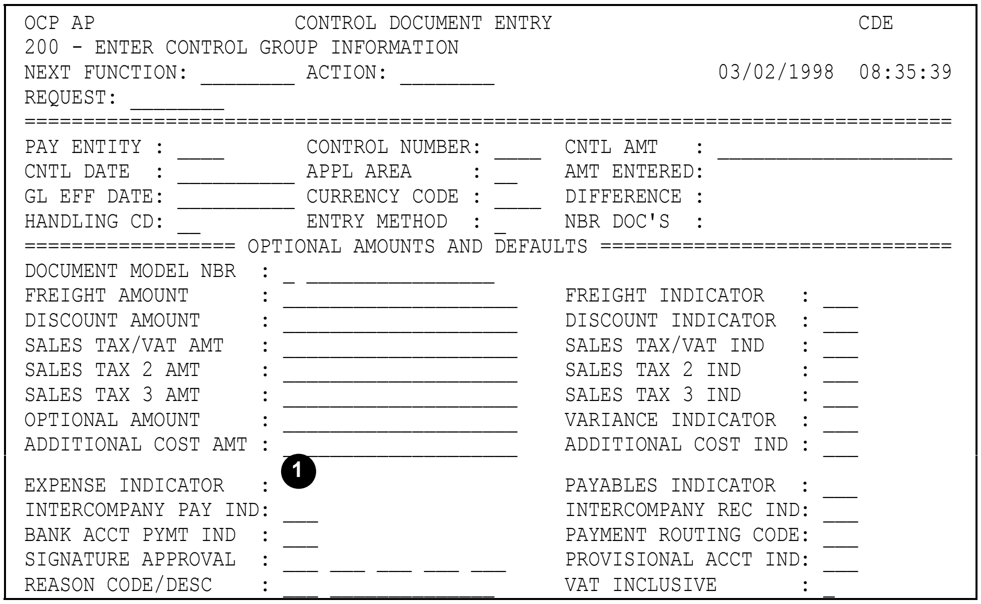
> The NCAS has 13 accounting periods: one for each month of the year and a 13th period in which to make adjusting and accrual entries.

Beginning July 1st, all invoices should be reviewed carefully for the previous months’ expenses. If an invoice expense is for a month prior to July 1st, the invoice is an accrual and needs to be identified as such in the system.

Accrual invoices can be entered in control groups separately from regular July invoices or they can be entered as accrual invoices individually within a control group. With the exception of adding an accrual indicator, the process for entering accrual invoices is exactly like that for entering regular invoices.

For detailed information and instructions regarding end-of-year processing, refer to the *System Information Guide (SIG).*

To identify a control group of accrual invoices: Refer to **Procedure 7: Entering a Control Group.** Then perform the following steps:



```
OCP AP                  CONTROL DOCUMENT ENTRY                          CDE
200 - ENTER CONTROL GROUP INFORMATION
NEXT FUNCTION: ________ ACTION: ________                   03/02/1998  08:35:39
REQUEST: ________
===============================================================================
PAY ENTITY : ____       CONTROL NUMBER: ____  CNTL AMT   : ____________________
CNTL DATE  : __________ APPL AREA     : __    AMT ENTERED:
GL EFF DATE: __________ CURRENCY CODE : ____  DIFFERENCE :
HANDLING CD: __         ENTRY METHOD  : _     NBR DOC'S  :
================== OPTIONAL AMOUNTS AND DEFAULTS ==============================
DOCUMENT MODEL NBR  : _ ________________
FREIGHT AMOUNT      : ____________________    FREIGHT INDICATOR   : ___
DISCOUNT AMOUNT     : ____________________    DISCOUNT INDICATOR  : ___
SALES TAX/VAT AMT   : ____________________    SALES TAX/VAT IND   : ___
SALES TAX 2 AMT     : ____________________    SALES TAX 2 IND     : ___
SALES TAX 3 AMT     : ____________________    SALES TAX 3 IND     : ___
OPTIONAL AMOUNT     : ____________________    VARIANCE INDICATOR  : ___
ADDITIONAL COST AMT : ____________________    ADDITIONAL COST IND : ___

EXPENSE INDICATOR   :                         PAYABLES INDICATOR  : ___
INTERCOMPANY PAY IND: ___                     INTERCOMPANY REC IND: ___
BANK ACCT PYMT IND  : ___                     PAYMENT ROUTING CODE: ___
SIGNATURE APPROVAL  : ___ ___ ___ ___ ___     PROVISIONAL ACCT IND: ___
REASON CODE/DESC    : ___ ______________      VAT INCLUSIVE       : _
```

NOTES

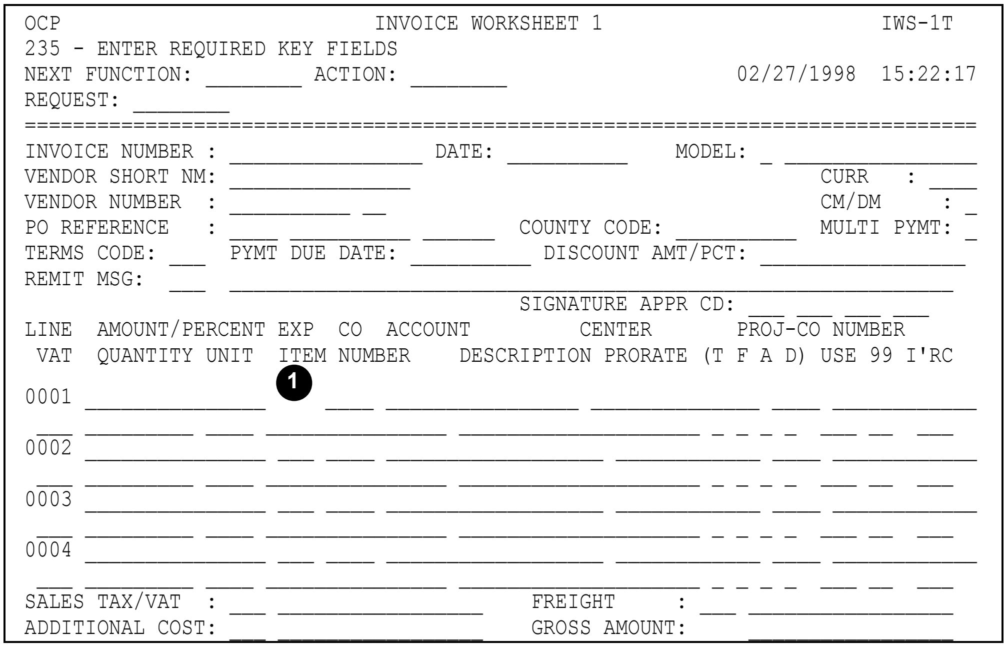
1. Type **ACC** in the EXPENSE INDICATOR field on the *Control Document Entry (CDE)* screen to identify the expense as an *accrual*. This three-digit code indicates that each invoice in the control group is an accrual invoice.

2. Proceed with the steps for entering invoices. Refer to **Procedure 8: Entering Direct Invoices** and/or **Procedure 19: Entering Invoice Header Information for Matching Invoices** and/or **Procedure 20: Entering Invoice Line Information for Matching Invoices**.

> If an invoice in the accrual control group is not an accrual, override ACC and type **001** in the EXP field on the *Invoice Worksheet 1 (IWS-1T)* screen.

To identify an accrual invoice within a regular control group:

Refer to **Procedure 8: Entering Direct Invoices** and/or **Procedure 19: Entering Invoice Header Information** and/or **Procedure 20: Entering Invoice Line Information** and perform the following steps:



```
OCP                          INVOICE WORKSHEET 1                        IWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                   02/27/1998  15:22:17
REQUEST: ________
================================================================================
INVOICE NUMBER : ________________ DATE: __________    MODEL: _ ________________
VENDOR SHORT NM: _______________                                 CURR   : ____
VENDOR NUMBER  : __________ __                                   CM/DM     : _
PO REFERENCE   : ____ __________ ______  COUNTY CODE: __________ MULTI PYMT: _
TERMS CODE: ___  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___  _____________________________________________________________
                                           SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC

0001 _______________     ____ ________________ ______________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __   ___
0002 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __   ___
0003 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __   ___
0004 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __   ___
SALES TAX/VAT  : ___ _________________    FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________    GROSS AMOUNT:     _________________
```

1. Type **ACC** in the EXP field on the *Invoice Worksheet (IWS-1T)* screen to identify the invoice as an *accrual*. This three-digit code indicates that the invoice is an accrual.

2. Proceed with the steps for entering invoices.

> In addition to “ACC,” the accounting distribution must be entered for each invoice.

NOTES

The ACC code references an accrual clearing account. Agencies that wish to indicate specific liability accounts for accrual charges can indicate these accounts by using a different code in the EXP field. A list of these indicators is shown in **QRG 10: Expense Accrual Indicators** and is also on the SIG.

Processing Sales Tax

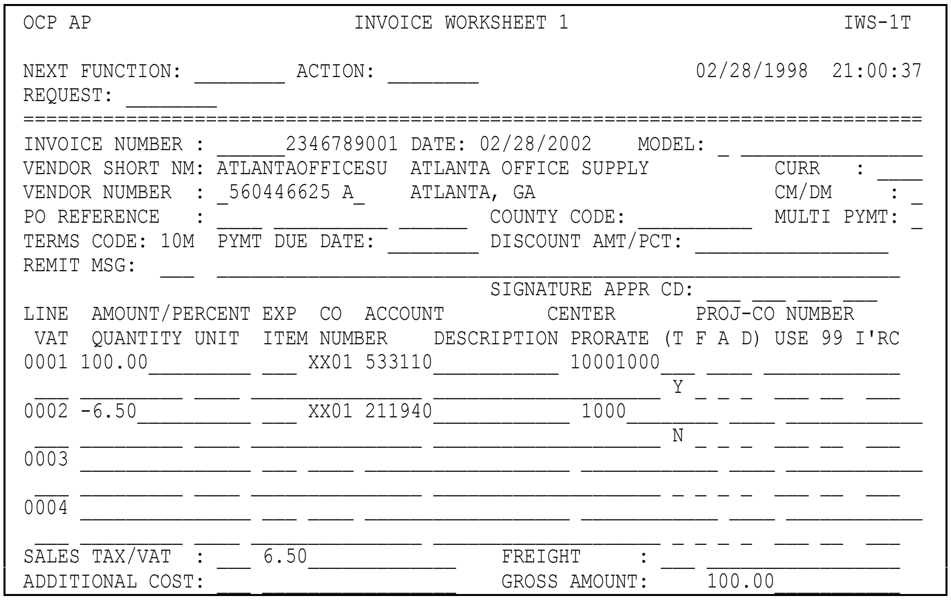
Invoices are usually received with sales tax applied for *goods*. However, sometimes vendors do not include sales tax. This sales tax needs to be remitted to the North Carolina Department of Revenue.

In order to remit the sales tax for direct and matching invoices, you need to enter information on the *Invoice Worksheet 1 (IWS-1T)* and perform the following steps. (Refer to **Procedure 8: Entering Direct Invoices** and/or **Procedure 19: Entering Invoice Header Information for Matching Invoices** and/or **Procedure 20: Entering Invoice Line Information for Matching Invoices** for more information.)

1. If the invoice is a matching invoice and you are on the *Invoice Matching (IMP)* or *Invoice Line Audit (ILA)* screen, type **3** in the REQUEST field and press Enter to access the *IWS-1T* screen.

   🗁 If this is a matching invoice, make sure you tag the invoice line(s) before accessing the *IWS-1T* screen.

2. If the invoice is a direct invoice, access the *Invoice Worksheet 1 (IWS-1T)* screen.



```
OCP AP                        INVOICE WORKSHEET 1                        IWS-1T

NEXT FUNCTION: ________ ACTION: ________                  02/28/1998  21:00:37
REQUEST: ________
===============================================================================
INVOICE NUMBER : ______2346789001 DATE: 02/28/2002    MODEL: _ _______________
VENDOR SHORT NM: ATLANTAOFFICESU  ATLANTA OFFICE SUPPLY          CURR   : ____
VENDOR NUMBER  : _560446625 A_    ATLANTA, GA                    CM/DM     : _
PO REFERENCE   : ____ __________ ______  COUNTY CODE: _________  MULTI PYMT: _
TERMS CODE: 10M  PYMT DUE DATE: ________ DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___  ____________________________________________________________
                                         SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT        CENTER      PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001 100.00_________ ___ XX01 533110___________ 10001000___ ____ ___________
 ___ _________ ____ _______________ ____________________ Y _ _ _  ___ __  ___
0002 -6.50__________ ___ XX01 211940____________ 1000________ ____ ___________
 ___ _________ ____ _______________ ____________________ N _ _ _  ___ __  ___
0003 _______________ ___ ____ _________________ ____________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0004 _______________ ___ ____ _________________ ____________ ____ ___________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
SALES TAX/VAT  : ___  6.50_____________     FREIGHT      : ___ _________________
ADDITIONAL COST: ___ _________________     GROSS AMOUNT:     100.00___________
```

3. Enter all detail lines for the invoice.

Add sales tax line:

NOTES

4. Calculate the tax amount for the taxable good by multiplying by 6.5%.

5. At the next line, type **the negative tax amount** in the AMOUNT/PERCENT field.

6. Type **your company number** in the CO field.

7. Type **211940** in the ACCOUNT field to indicate the Taxes Payable to Revenue liability account.

8. Type **your fund number** in the CENTER field.

9. Type **N** in the T (TAX) field so that tax will not be prorated to this line of the invoice.

10. Type **the positive tax amount** (tax total) in the SALES TAX/VAT field.

11. Type **the invoice total** (without the tax) in the GROSS AMOUNT field.

12. Type **N** or **NEXT** in the REQUEST field and press Enter to process the invoice.

Processing Taxes Payable to the Division of Motor Vehicles

Taxes that are payable to the Division of Motor Vehicles (DMV) for the purchase of vehicles are handled in the same manner as taxes payable to the Department of Revenue. The 3% tax should be entered as a negative amount on the *Invoice Worksheet 1 (IWS-1T)* screen and charged to account **211941** (DMV Sales Taxes Payable). Later, when the taxes are due to DMV, enter an invoice payable to DMV and debit (positive entry) the same account (211941) for the amount of the taxes due.

> If the vendor's terms include a discount and the above sales tax procedure is utilized, you must manually calculate the amount of the discount and enter it in the DISCOUNT AMT/PCT field. You must also leave the TERMS CODE field blank and enter the date that the payment is due in the PYMT DUE DATE field.

Refund of Expenditures

There are two methods that can be used to record refunds of expenditures in the NCAS. Agencies that do not need to report net vendor payments may process refunds through the Budgetary Control (BC) module. Agencies that must report payments to vendors net of refunds received may use

NOTES

the Accounts Payable module to record the refunds and automate the deposit entries.

A refund of expenditure should be recorded in the AP module by using zero dollar invoices. The invoice should contain one line to back out the refund amount and another line to post the refund to the Vendor Refund Clearing Account (535680). During nightly processing, entries would be generated that reverse the entry in the Vendor Refund Clearing Account and post to the appropriate cash account.

System generated accounting rules will determine the appropriate cash entries based on the fund type contained in the first position of center. The BD800 Cash Report will correctly reflect the cash transaction because of the system generated document ID.

🗀 To avoid timing issues involving cash, make sure that the cash deposit entry in the Cash Management System is recorded in the same month as the AP entry.

There are four situations that could occur with refunds:

- Refund of a current year expenditure
- Refund of a prior year expenditure
- Accrued refund of a prior year expenditure
- Combination – refund of a current year expenditure and an accrued refund of a prior year expenditure

  🗀 In each of these situations, the agency needs to determine if the transaction was marked with a 1099 indicator. If the transaction had a 1099 indicator and an effective date in the first six months of the calendar year, then the credit to reverse the expenditure would also need the 1099 indicator.

Refund of Current Year Expenditure

When the refund occurred in the current year, an adjustment is made to the account originally charged. On the first line of the zero-dollar invoice, back out the refunded amount. The second line posts the refund to the Vendor Refund Clearing Account (535680).

Refund of Prior Year Expenditure

A refund of a prior year requires the refund distribution to be recorded against a refund account. Before an agency can add an invoice in AP, it must ensure that a reimbursement account has been established within the NCAS to handle prior year reimbursements. The account should be in the 5383AA account range, and the account title should designate this account for prior year reimbursements only.

NOTES

🗀 AA stands for an agency-defined number. This account number will be unique to your agency.

On the first line of the zero-dollar invoice, credit the prior year reimbursement account (5383AA) for the amount of the refund. The second line posts the refund to the Vendor Refund Clearing Account (535680).

Accrued Refund of Prior Year Expenditure

Under modified accrual accounting, revenues are recognized when earned. Any refund of expenditure which was identified and earned prior to June 30 and received prior to July 31 must be accrued. The first line of the invoice will be a credit to the prior year reimbursement account and will include the ARC accrual indicator in the EXP field. This accrual indicator is tied to account 113200 for accrual purposes and must be distributed through a Budgetary Control journal entry to the appropriate receivable account at a later time. The second line posts the refund to the Vendor Refund Clearing Account (535680).

Combination – Refund of Current Year Expenditure and Accrued Refund of Prior Year Expenditure

In some circumstances, an agency may receive a refund that needs to be split between the current year and the previous year. Some of the refund may be a prior year refund and eligible for accrual, but the remainder of the reimbursement needs to be treated as a current year refund of expenditure. There will need to be two credit entries — one to the expenditure account for the current year amount and one to the prior year reimbursement account. The debit will still be posted to the Vendor Refund Clearing Account (535680).

Refer to the following procedures:

- **Procedure 32A: Entering a Refund of a Current Year Expenditure**
- **Procedure 32B: Entering a Refund of a Prior Year Expenditure**
- **Procedure 32C: Entering an Accrued Refund of a Prior Year Expenditure**
- **Procedure 32D: Entering a Combination Refund of Expenditure**

Maintaining AP Documents

Adding and Changing Vendors | Creating Control Groups | Processing Direct Invoices | Processing Matching Invoices | Processing Employee Transactions | Handling Special AP Processes | Maintaining AP Documents | Reviewing AP Information

Overview

The NCAS allows you to make changes to control groups and to individual documents that have been entered in the system. This section explains how to make these changes. *Maintaining AP Documents* is divided into the following subsections:

Navigating Through Control Groups

The NCAS allows you to do the following to maintain control groups:

- Retrieve a control group
- Add a document to a control group
- Delete a control group
- Balance a control group

Updating Documents

The NCAS also allows you to update documents, such as invoices, employee reimbursements and travel advances, by doing the following:

- Changing a document
- Deleting and canceling a document

Navigating Through Control Groups

Navigating Through Control Groups

Updating Documents

Overview

When you have completed entering all the documents in a control group, you must type **BAL** or **B** in the REQUEST field to initiate control group balancing. This action will result in either a balanced or unbalanced control group. If the control group balances, a blank *Control Document Entry (CDE)* screen is displayed to accept another control group. If the control group does not balance, the *Control Entry Status (CES)* screen is displayed. The *CES* screen lists all documents within the unbalanced control group.

Retrieving an Existing Control Group

There may be circumstances that cause you to leave a control group without balancing. For example, you may be interrupted during document processing or you may need to leave a control group to perform an online inquiry.

You can only retrieve control groups that have not been balanced. In order to retrieve an unbalanced control group, one of two screens can be used:

- The *Control Group Review (CGR)* screen allows supervisors and managers to view all out-of-balance control groups entered by all operators.
- The *Control Group Status (CGS)* screen allows an operator to view only his or her out-of-balance control groups by control date and control number.

Use the following steps to access an existing control group.

1. Type **CGS** in the NEXT FUNCTION field and press Enter to access the *Control Group Status (CGS*) screen. (If you are a manager or supervisor and have security to the *CGR* screen, you can type **CGR** in this field.)

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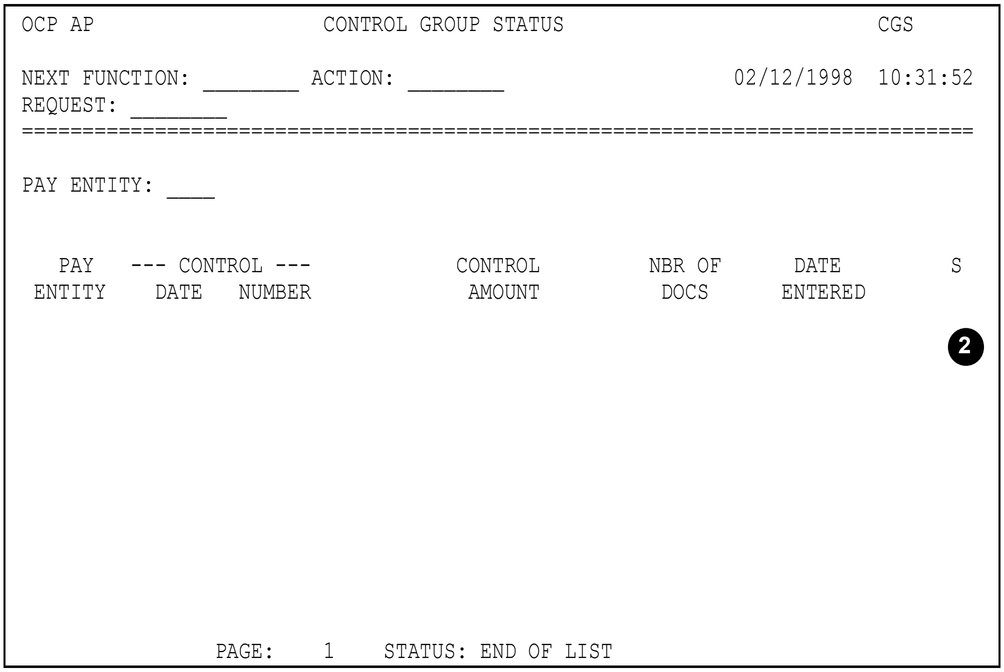


```
OCP AP                    CONTROL GROUP STATUS                          CGS

NEXT FUNCTION: ________ ACTION: ________                 02/12/1998  10:31:52
REQUEST: ________
================================================================================

PAY ENTITY: ____


   PAY   --- CONTROL ---            CONTROL         NBR OF      DATE         S
 ENTITY    DATE   NUMBER             AMOUNT          DOCS      ENTERED









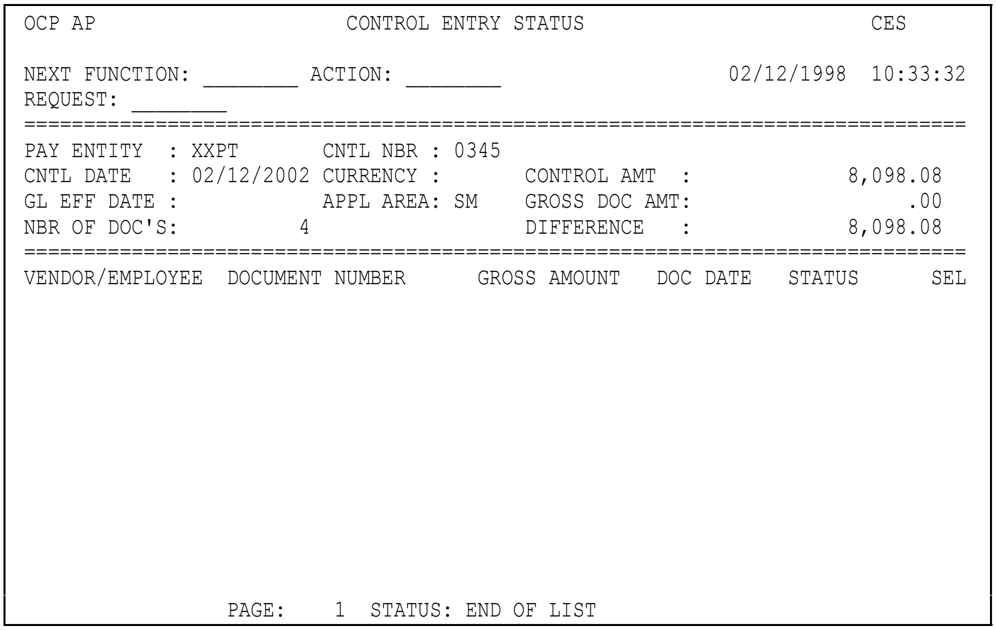




                 PAGE:    1    STATUS: END OF LIST
```

2

2. Type **S** in the S field next to the control group you wish to retrieve and press Enter to access the *Control Entry Status* (*CES)* screen.



```
OCP AP                     CONTROL ENTRY STATUS                         CES

NEXT FUNCTION: ________ ACTION: ________                 02/12/1998  10:33:32
REQUEST: ________
================================================================================
PAY ENTITY  : XXPT       CNTL NBR : 0345
CNTL DATE   : 02/12/2002 CURRENCY :        CONTROL AMT  :            8,098.08
GL EFF DATE :            APPL AREA: SM     GROSS DOC AMT:                 .00
NBR OF DOC'S:          4                   DIFFERENCE   :            8,098.08
================================================================================
VENDOR/EMPLOYEE  DOCUMENT NUMBER      GROSS AMOUNT   DOC DATE   STATUS      SEL











                 PAGE:    1  STATUS: END OF LIST
```

The *Control Entry Status (CES)* screen displays all documents within a specific control group. This screen also displays the status of each document as follows:

- BALANCED indicates that the document is complete, balanced, and ready for payment.
- BAL-B indicates that the document is balanced but has a budgetary control exception.
- CANCELED indicates that the document has been canceled.
- FULL PAID indicates that the document has been paid.
- HOLD indicates that the document has been put on hold.
- HLD-B indicates that the document has been put on hold with a budgetary control exception.
- INCOMPLETE indicates that the document is incomplete.
- 1099 HLD indicates that the document is on hold because of incomplete information for 1099 reporting.
- MATCH EXCEP indicates that an auditing exception occurred during matching and the document was passed to the buyer.
- PAID-B indicates that a paid document has a budgetary control exception.
- PARTIAL PAID indicates that one or more of the scheduled multiple or partial payments have been made.
- P-PD-B indicates that one or more scheduled multiple or partial payments have been made and the document has a budgetary control exception.
- SUSPENDED indicates that the document has a handling code of S and must be released on the *Held Document Release (HDR)* screen.
- SUS-B indicates that the document has a handling code of S and a budgetary control exception.
- UNBAL indicates that the document is out of balance.

3. Type **S** in the SEL field next to the document (invoice, employee reimbursement) you wish to retrieve and press Enter to access the document.

🗀 Balanced documents will pay even if the entire control group is *not* balanced. Budgetary exceptions and matching exceptions will not hold up payment for documents in the control group.

NOTES

Adding a Document to a Control Group

On the *Control Entry Status (CES)* screen, you must type one of following numbers in the REQUEST field:

3 will access the *Invoice Worksheet 1 (IWS-1T)* screen in order to add a direct invoice.

4 will access the *Invoice Matching Process (IMP)* screen in order to add a matching invoice.

5 will access the *Employee Expense Worksheet 1 (EWS-1T)* screen in order to add an employee reimbursement.

> You may also access a specific document entry screen (i.e., *IWS-1T, IMP,* or *EWS-1T*) directly from the *Control Group Status (CGS)* screen. To do so, you must type **S** in the SEL field next to the control group that you wish to retrieve. Then type the appropriate number (i.e., **3**, **4** or **5**) in the REQUEST field.

Deleting a Control Group

You may also need to delete a control group that has been created in error. To do so, you must first make sure that the control group does not contain any documents that need to be paid. Then, you must delete all documents in the control group. (Deleting documents is discussed in the *Maintaining Specific Documents* section.)

To delete the control group itself, use the following steps:

1. Type **CGS** in the NEXT FUNCTION field and press Enter to access the *Control Group Status (CGS)* screen.
2. Type an **S** in the S field next to the control group that you wish to delete and press Enter.
3. Type **1** in the REQUEST field and press Enter to access the *Control Document Entry (CDE)* screen.
4. Type **DELETE** in the REQUEST field and press Enter.

🗀 Note that the system will not allow you to delete a control group if it contains documents. A control group with cancelled documents cannot be deleted.

Balancing a Control Group

A control group must be balanced once *all* the documents within that control group have been balanced (“nexted”).

Balancing a Current Control Group

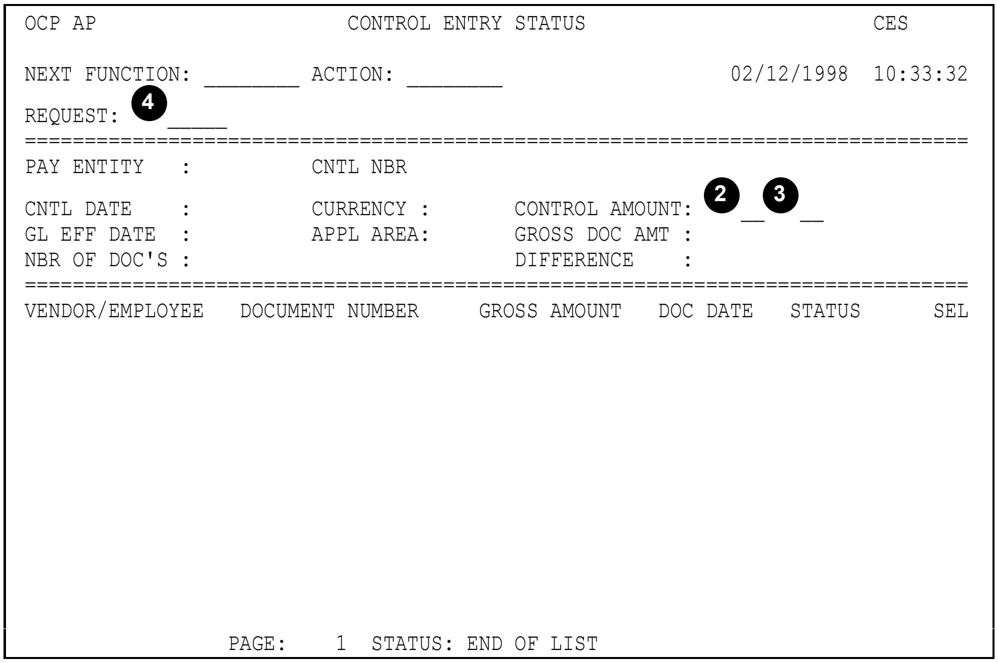
NOTES

If all the documents in your current control group have been “nexted” successfully, type **BAL** in the REQUEST field to balance the control group. (Refer to **Procedure 34: Balancing the Current Control Group.)**

If the control group balances, the following message will appear on the *Control Document Entry (CDE)* screen: **200-ENTER CONTROL GROUP INFORMATION**. The message indicates that the control group has balanced. If desired, you can now enter another control group.

If the control group is out of balance, the *Control Entry Status (CES)* screen will appear. The following message will be displayed: **322-CONTROL AMOUNT IS OUT OF BALANCE.** The out-of-balance amount will appear in the DIFFERENCE field.

Use the following steps to balance a current control group. Note that a control group will not balance unless the values in the GROSS DOC AMT field and the CONTROL AMOUNT field are equal. The GROSS DOC AMT field reflects the total of the documents you entered in the NCAS. The CONTROL AMOUNT field reflects the total value you entered on the *CDE* screen when you created the control group.



```
OCP AP                        CONTROL ENTRY STATUS                        CES

NEXT FUNCTION: ________ ACTION: ________                   02/12/1998  10:33:32
REQUEST:  _____
===============================================================================
PAY ENTITY   :          CNTL NBR

CNTL DATE    :          CURRENCY :       CONTROL AMOUNT: __ __
GL EFF DATE  :          APPL AREA:       GROSS DOC AMT :
NBR OF DOC'S :                           DIFFERENCE    :
===============================================================================
VENDOR/EMPLOYEE   DOCUMENT NUMBER     GROSS AMOUNT   DOC DATE   STATUS       SEL















                 PAGE:    1  STATUS: END OF LIST
```

1. Check the total of all invoices against the total displayed in the CONTROL AMOUNT field on the *Control Entry Status (CES)* screen.

   Note that discounts are not subtracted from the gross document amount value calculated by the NCAS. Therefore, do not subtract discounts from the control amount value because the control group will not balance.

NOTES

2. Enter **the correct amount** in the CONTROL AMOUNT field.

3. Write **the “new” system total** on the Control Group Header sheet.

4. Type **BAL** in the REQUEST field and press Enter. Once the control group is balanced, the following message will appear on a blank *Control Document Entry (CDE)* screen: **0200 - ENTER CONTROL GROUP INFORMATION**. You can then enter a new control group.

Balancing an Outstanding Control Group

In some cases, you may leave a control group before you have balanced it. This situation can occur when you have documents that need to be resolved or you had to leave a document incomplete. Once all the problem documents have been resolved, you must go back and balance the outstanding control group. (Refer to **Procedure 35: Balancing Outstanding Control Groups.**)

To balance an outstanding control group, you must retrieve the control group using the *Control Group Status (CGS)* screen. On the *Control Entry Status (CES)* screen for that control group, verify that the values in the GROSS DOC AMT and the CONTROL AMOUNT are equal (in other words, that the value in the DIFFERENCE field is **0**).

If the control group is in balance, type **BAL** in the REQUEST field to balance the control group.

If the control group is not in balance, do the following:

1. Check the total of all invoices against the total displayed in the control amount field on the *Control Entry Status (CES)* screen.

   🗀 For a control group to balance, the values in the GROSS DOC AMT field and the CONTROL AMOUNT field must be equal. The GROSS DOC AMT field reflects the total of the documents you entered in the NCAS. The CONTROL AMOUNT field reflects the total value you entered on the *CDE* screen when you created the control group.

2. Enter **the correct amount** in the CONTROL AMOUNT field.

3. Write **the “new” system total** on the Control Group Header sheet.

4. Type **BAL** in the REQUEST field and press Enter. Once the control group is balanced, the following message will appear on a blank *Control Document Entry (CDE)* screen: **0200 - ENTER CONTROL GROUP INFORMATION**. You can then enter a new control group.

NOTES

In this course, you have processed documents in five control groups (control group numbers 122, 123, 124, 125, 126). You have balanced the following control groups:

122: Balanced the current control group (Day 1)

123: Could not be balanced because all the documents in that control group could not be "nexted" (Day 2)

124: Balanced the outstanding control group after adjusting the CONTROL AMOUNT value (Day 2)

In the following walkthrough you will balance control groups 125 and 126.

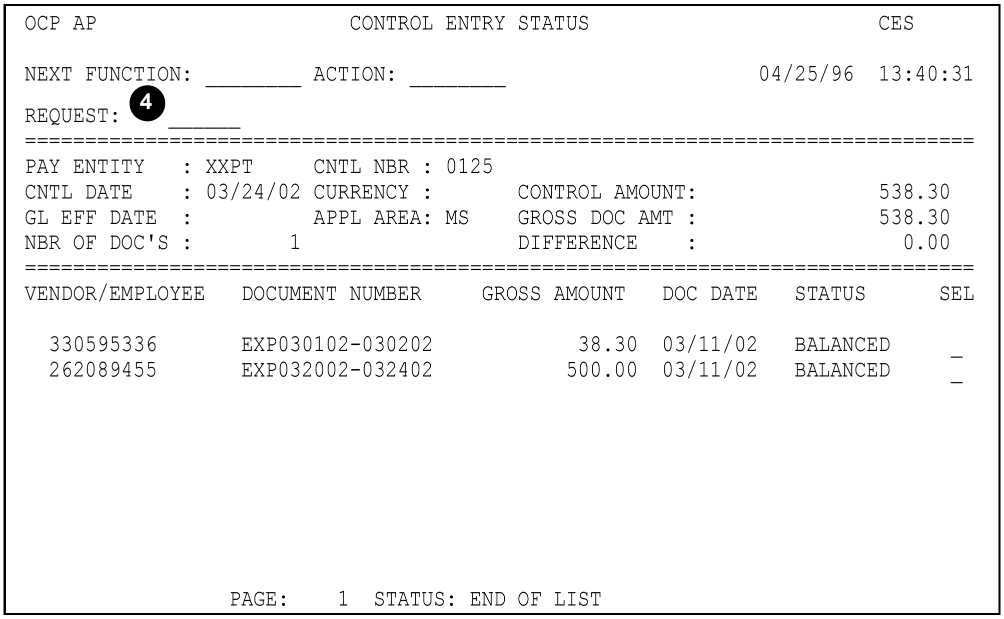
WALKTHROUGH: Balancing an Outstanding Control Group

SCENARIO

You have keyed in the documents in control group 125 and 126. Balance these control groups. (Refer to **Procedure 35: Balancing Outstanding Control Groups.**)

1. Type **CGS** in the NEXT FUNCTION field and press Enter to access the *Control Group Status (CGS)* screen.
2. Type **XXPE** in the PAY ENTITY field and press Enter to access a list of open control groups for the employee paying entity.
3. Type **S** in the S (SELECT) field to *select* control group 125 and press Enter to process the information. The *Control Entry Status (CES)* screen for control group 125 appears.

NOTES



```
OCP AP                    CONTROL ENTRY STATUS                      CES

NEXT FUNCTION: ________ ACTION: ________                  04/25/96  13:40:31
REQUEST:   ______
================================================================================
PAY ENTITY   : XXPT     CNTL NBR : 0125
CNTL DATE    : 03/24/02 CURRENCY :       CONTROL AMOUNT:              538.30
GL EFF DATE  :          APPL AREA: MS    GROSS DOC AMT :              538.30
NBR OF DOC'S :        1                  DIFFERENCE    :                0.00
================================================================================
VENDOR/EMPLOYEE   DOCUMENT NUMBER     GROSS AMOUNT   DOC DATE   STATUS      SEL

  330595336       EXP030102-030202           38.30  03/11/02   BALANCED     _
  262089455       EXP032002-032402          500.00  03/11/02   BALANCED     _








                 PAGE:    1  STATUS: END OF LIST
```

Note that the value in the DIFFERENCE field is **0** indicating that the control group is in balance.

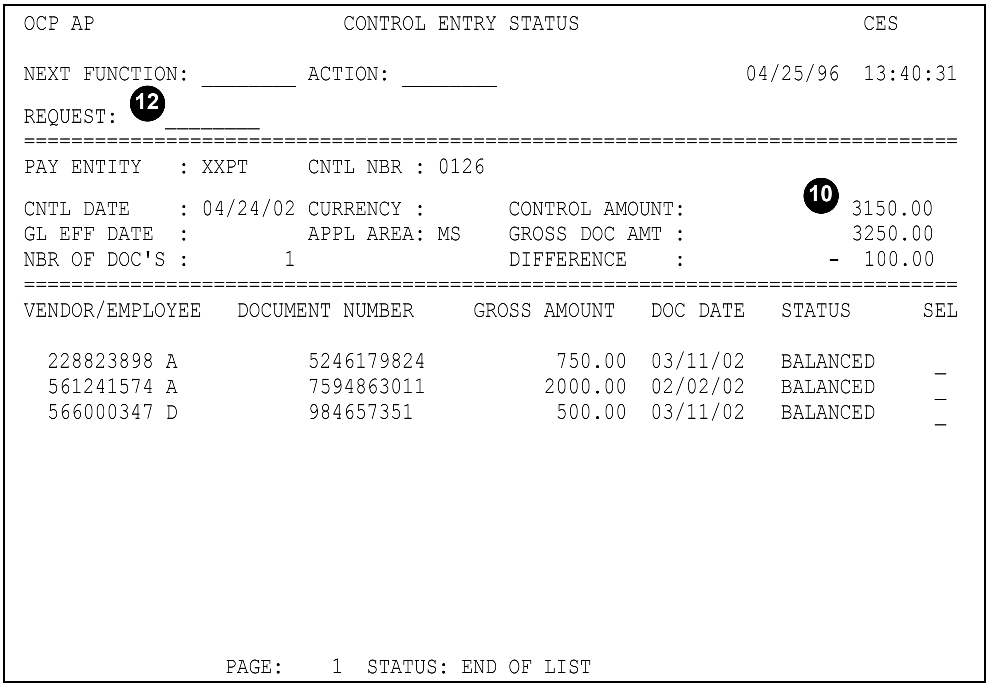
4. Type **BAL** in the REQUEST field and press Enter to balance control group 125.

   A blank *Control Document Entry (CDE)* screen appears with the following message: **0200 - ENTER CONTROL GROUP INFORMATION**. You can now enter a new control group.

To balance control group 126, do the following:

5. Type **CGS** in the NEXT FUNCTION field to access the *Control Group Status (CGS)* screen.
6. Type **XXPT** in the PAY ENTITY field and press Enter to access a list of open control groups for the trade paying entity.
7. Type **S** in the S (SELECT) field to *select* control group 126 and press Enter to process the information. The *Control Entry Status (CES)* screen for control group 126 appears.

NOTES



```
OCP AP                     CONTROL ENTRY STATUS                        CES

NEXT FUNCTION: ________ ACTION: ________                    04/25/96  13:40:31
REQUEST:   ________
===============================================================================
PAY ENTITY   : XXPT     CNTL NBR : 0126

CNTL DATE    : 04/24/02 CURRENCY :       CONTROL AMOUNT:              3150.00
GL EFF DATE  :          APPL AREA: MS    GROSS DOC AMT :              3250.00
NBR OF DOC'S :       1                   DIFFERENCE    :            -  100.00
===============================================================================
VENDOR/EMPLOYEE   DOCUMENT NUMBER     GROSS AMOUNT   DOC DATE   STATUS      SEL

  228823898 A          5246179824          750.00  03/11/02   BALANCED     _
  561241574 A          7594863011         2000.00  02/02/02   BALANCED     _
  566000347 D          984657351           500.00  03/11/02   BALANCED     _









                 PAGE:    1  STATUS: END OF LIST
```

8. Verify that the value in the GROSS DOCUMENT AMOUNT and the CONTROL AMOUNT fields is the same.

   The value in the GROSS DOC AMOUNT field is 3250.00. The value in the CONTROL AMOUNT field is 3150.00. The discrepancy between the GROSS DOCUMENT AMOUNT and CONTROL AMOUNT field ($100.00) appears in the DIFFERENCE field.

9. Check the invoice amounts on the calculator tape against the invoice amounts displayed on the *Control Entry Status (CES)* screen.

   The calculator tape totals 3250.00. A miscalculation occurred previously.

10. Type **3,250.00** in the CONTROL AMOUNT field. Erase any characters remaining in the field.

11. In a real production environment, you will also need to write **3,250.00** on the Control Group Header Sheet to revise the old total. (In this training exercise, do not carry out this step.)

12. Type **BAL** in the REQUEST field and press Enter to *balance* control group 126.

    A blank *Control Document Entry (CDE)* screen appears with the following message: **0200 - ENTER CONTROL GROUP INFORMATION**. You can now enter a new control group.

Updating Documents

Navigating Through Control Groups

Updating Documents

Overview

The NCAS allows you to make changes to invoices, employee reimbursements, or travel advances that have been entered in the system. However, there are certain limitations to changing documents. For example, you cannot change the gross amount on a balanced or paid invoice. The only change that can be made to a travel advance is to its status (permanent/temporary).

Depending on the type of document, you must access a specific screen to make changes.

- For both matching and direct invoices, you must access the *Invoice Maintenance Worksheet 1 (IMW-1T)* screen.
- For employee reimbursements, you must access the *Employee Maintenance Worksheet 1 (EMW-1T)* screen.

  You **can** make the following changes to direct invoices, matching invoices, and employee reimbursements:

  — Expense distribution

  — Remit code/message

  — Handling code

  — Use tax/1099 indicators

  — Payment due date (only if invoice is unpaid)

  🗀 There are limits to changes that can be made to the expense distribution. A new company cannot be added on a document. For example, if all of the invoice lines refer to company XX01, a line cannot be changed to refer to company XX02. However, if one or more of the lines was originally charged to company XX02, other lines can be maintained and charged against XX02.

NOTES

You **cannot** make the following changes to direct invoices, matching invoices, and employee reimbursements:

- Vendor name or number
- Document ID
- Date
- Gross amount
- Credit and debit memo indicators

Regardless of the screen, you must enter the following information to access the document that needs to be changed:

- Paying entity
- Invoice or employee voucher number
- Vendor or employee number

The following walkthrough demonstrates how to change a document.

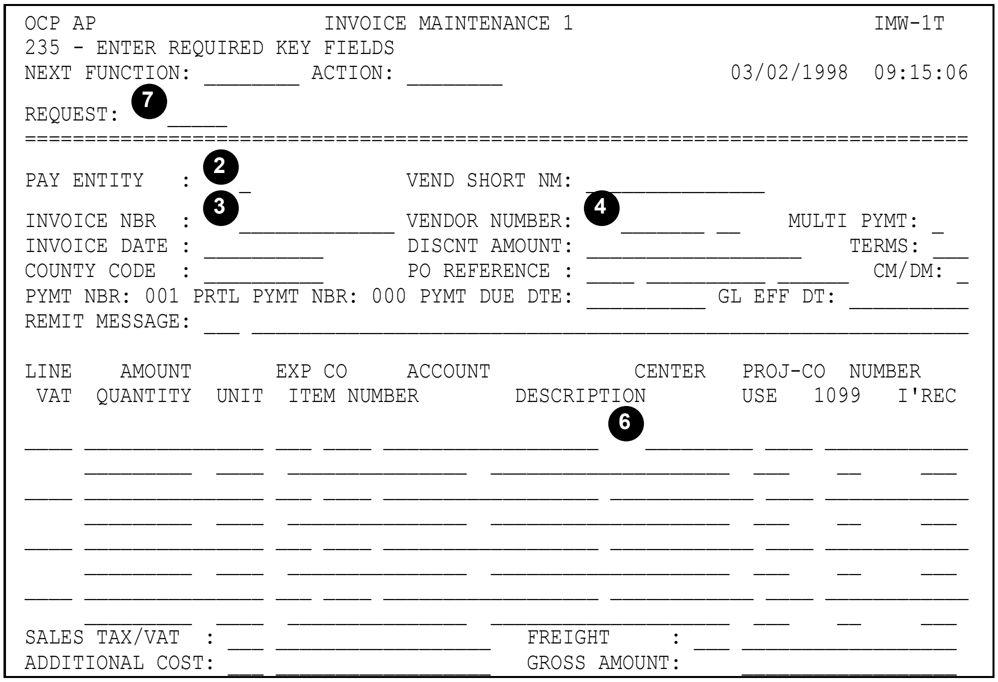
WALKTHROUGH: Changing a Document

SCENARIO

An incorrect center number was entered on document 3451299091 for Lowe's. You need to change the center number to 10002000. The vendor number is 560578072 H.

1. Type **IMW** in the NEXT FUNCTION field to access the *Invoice Maintenance Worksheet 1 (IMW-1T)* screen and press [Enter].

NOTES



```
OCP AP                   INVOICE MAINTENANCE 1                     IMW-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                03/02/1998  09:15:06
REQUEST: _____
===============================================================================
PAY ENTITY   : __               VEND SHORT NM: _______________
INVOICE NBR  : _____________    VENDOR NUMBER: ________ __     MULTI PYMT: _
INVOICE DATE : __________       DISCNT AMOUNT: __________________    TERMS: ___
COUNTY CODE  : __________       PO REFERENCE : ____ __________ ______  CM/DM: _
PYMT NBR: 001 PRTL PYMT NBR: 000 PYMT DUE DTE: __________ GL EFF DT: __________
REMIT MESSAGE: ___ ____________________________________________________________

LINE    AMOUNT       EXP CO     ACCOUNT            CENTER   PROJ-CO  NUMBER
 VAT  QUANTITY  UNIT  ITEM NUMBER       DESCRIPTION         USE   1099   I'REC

____ _______________ ___ ____ __________________ _________ ____ ____________
     _________  ____  _______________  ____________________ ___   __    ___
____ _______________ ___ ____ __________________ ___________ ____ ____________
     _________  ____  _______________  ____________________ ___   __    ___
____ _______________ ___ ____ __________________ ___________ ____ ____________
     _________  ____  _______________  ____________________ ___   __    ___
____ _______________ ___ ____ __________________ ___________ ____ ____________
     _________  ____  _______________  ____________________ ___   __    ___
SALES TAX/VAT  : ___ __________________   FREIGHT     : ___ __________________
ADDITIONAL COST: ___ __________________   GROSS AMOUNT:     __________________
```

2. Type your **trade paying entity (XXPT)** in the PAY ENTITY field.
3. Type **3451299091** in the INVOICE NBR field.
4. Type **560578072 H** in the VENDOR NUMBER field.
5. Press Enter to access the document information.
6. Type **10002000** over **10001005** in the CENTER field.
7. Type **N** or **NEXT** in the REQUEST field and press Enter to process the change and to access a blank *IMW-1T* screen.

> If a change is made to an accounting distribution, the NCAS automatically makes the reversing journal entries for you and keeps a full audit trail. (It will debit the correct distribution and credit the previous distribution.) If you are changing an accounting distribution on a document from a prior period, the system will credit the previous distribution and debit the new distribution during the current month. The system will not make adjustments to a closed period.
>
> Reversing transactions are also reflected in the Budgetary Control module.

NOTES

Deleting and Canceling Documents

Documents can also be deleted or canceled in the NCAS as follows:

- If you decide that a document is unnecessary on the day you entered it, you can either *delete* or *cancel* the document. If a document is deleted, there is no record of the document. If a document is canceled, the system creates an audit trail.

- If you decide that a document is unnecessary on a day other than the day you entered it, you must *cancel* the document. If a document is canceled, the system creates an audit trail. The audit trail records the history of the canceled document.

  You can cancel a document before or after it has been paid.

  — If you cancel a document before it has been paid, you must access the *Invoice Cancel/Delete (ICD)* screen or the *Employee Cancel/Delete (ECD)* screen.

  — If a document needs to be canceled after it has been paid, an AP manager must first cancel the check on *the Payment Cancellation (PCN)* screen. Then an AP clerk must access the *ICD* screen or *ECD* screen to cancel the document.

  🗀 You cannot delete a document if it has been paid. You can only cancel a paid document.

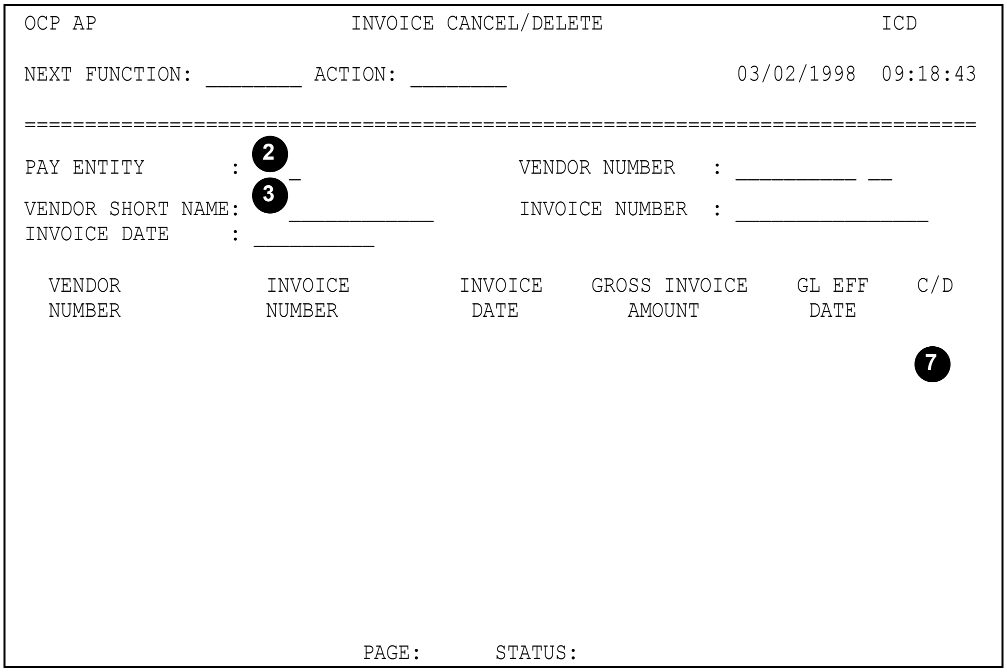
  In the case of advance and expense documents, an expense document is not eligible for cancellation if any part of the expense was applied to an advance.

> If you cancel a payment and do not cancel the document, the payment will be generated in the next payment cycle.

WALKTHROUGH: Deleting a Document

> ***SCENARIO***
>
> On the same day that you entered document 9000231786 from Nationwide Supply Company, you realize that you entered the wrong vendor. You must remove the document from the system.

1. Type **ICD** in the NEXT FUNCTION field and press Enter to access the *Invoice Cancel/Delete (ICD)* screen.



```
OCP AP                      INVOICE CANCEL/DELETE                      ICD

NEXT FUNCTION: ________ ACTION: ________                 03/02/1998  09:18:43

===============================================================================
PAY ENTITY       : _                  VENDOR NUMBER   : __________ __
VENDOR SHORT NAME: ____________       INVOICE NUMBER  : ________________
INVOICE DATE     : __________

  VENDOR            INVOICE          INVOICE    GROSS INVOICE    GL EFF    C/D
  NUMBER            NUMBER            DATE         AMOUNT         DATE









                             PAGE:      STATUS:
```

2. Type **your paying entity (XXPT)** in the PAY ENTITY field.
3. Type **nation@** in the VENDOR SHORT NAME field.
4. Press Enter to access the *Vendor Short Name Lookup (VSL)* screen.
5. Type **R** in the ACTIVITY field next to the vendor's name.
6. Press Enter to return to the *ICD* screen.

   All documents that are eligible for cancellation or deletion for Nationwide Supply Company will be displayed.

7. Type **D** in the C/D field next to the document that needs to be *deleted*.
8. Press Enter to delete the document. The following message will be displayed: **393-NO INVOICES FOUND FOR CRITERIA ENTERED**.

> You can also type **DELETE** in the REQUEST field on a maintenance screen (*IMW-1T* or *EMW-1T*) to *delete* a document. However, to *cancel* a document, you must always access the *Invoice Cancel/Delete (ICD)* screen or the *Employee Cancel/Delete (ECD)* screen.

NOTES

ACTIVITY: Canceling a Document

SCENARIO

You need to cancel document 1098208764 for Park N Shop/ Farmers Market Inc.

1. Delete any data that has defaulted in the VENDOR NUMBER field. Don’t forget to delete the group number also.

2. Type **parknshop@** over any data that defaulted in the SHORT NAME field and press Enter. (Be sure to blank out any remaining characters in the field.)

3. Type **C** in the C/D field next to document 1098208764 to indicate that this document is to be *canceled*.

> Remember that if you want to remove a document on a day other than the day that you entered it, you must *cancel* it.

4. Press Enter to cancel the document. The following message will be displayed: **393-NO INVOICES FOUND FOR CRITERIA ENTERED**.

Reviewing Accounts Payable Information

Adding and Changing Vendors
Creating Control Groups
Processing Direct Invoices
Processing Matching Invoices
Processing Employee Transactions
Handling Special AP Processes
Maintaining AP Documents
Reviewing AP Information

Overview

The NCAS provides easy access to information. Using the NCAS information-access tools, you can either view data online using inquiry screens or generate a printed report.

Document Inquiry

Using document inquiry screens, you can obtain information about a document that has been entered or processed in the AP module.

Payment Inquiry

Using payment inquiry screens, you can obtain payment information about documents.

Online Help

The online help feature allows you to obtain additional information about accounts payable screens and fields.

Reports

In addition to using document and payment inquiry screens, there are a number of reports available to access further information.

Document Inquiry

Document Inquiry
Payment Inquiry
Online Help
Reports

Overview

In order to obtain information about a document that has been entered or processed in AP, you can access several document inquiry screens on the system. These screens provide information such as:

- Amount paid
- Payment date
- Check number
- Tax
- Freight
- Default indicators
- Internal comments relating to a document
- Budgetary control status

Many of these screens also allow you to access historical information regarding documents. By typing any character in the HISTORY field, you can access a list of all documents that are no longer in the master file.

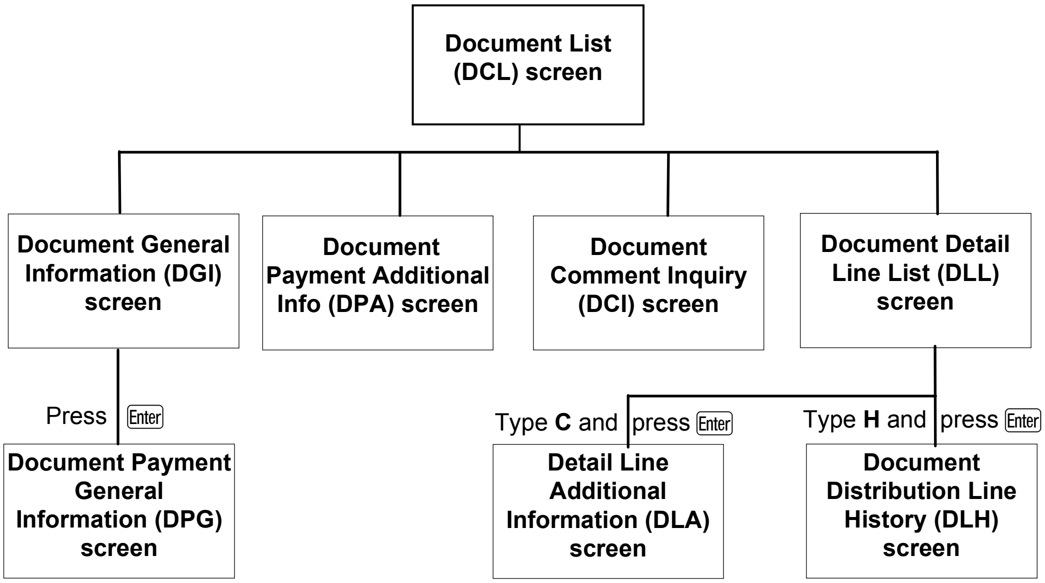
The *Document List (DCL)* screen allows you to access the following inquiry screens:

- The *Document General Information (DGI)* screen allows you to view header information. It also allows you to access:
    - — The *Document Payment General Information (DPG)* screen, which provides detailed payment information for invoices and employee expenses.
- The *Document Payment Additional Info (DPA)* screen provides discount and general ledger information.
- The *Document Comment Inquiry (DCI)* screen displays the comments recorded.

NOTES

- The *Document Detail Line List (DLL)* screen provides details for every line assigned to a particular document. It allows you to access:
  - — The *Detail Line Additional Information (DLA)* screen, which provides extensive information about the document line amount.
  - — The *Document Distribution Line History (DLH)* screen, which displays changes made to the accounting distribution for the line.

> You can access the previously mentioned inquiry screens (*DGI, DPG, DPA, DCI, DLL, DLA*, and *DLH)* from any AP screen. Simply type the three-digit code in the NEXT FUNCTION field and press Enter.


Document List (DCL) screen
Document General Information (DGI) screen
Document Payment Additional Info (DPA) screen
Document Comment Inquiry (DCI) screen
Document Detail Line List (DLL) screen
Press Enter
Type C and press Enter
Type H and press Enter
Document Payment General Information (DPG) screen
Detail Line Additional Information (DLA) screen
Document Distribution Line History (DLH) screen

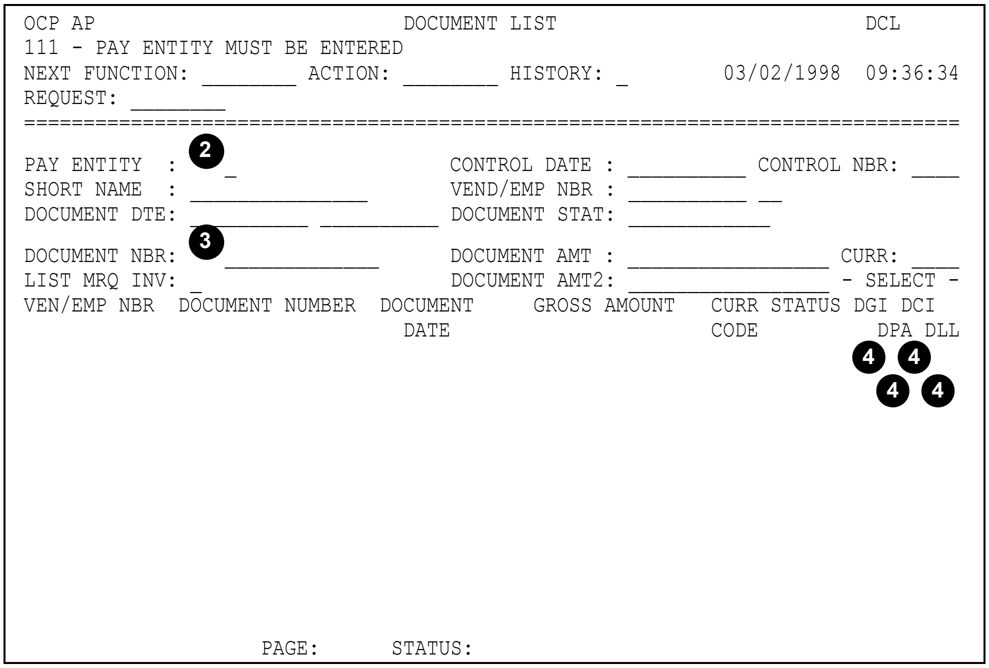
WALKTHROUGH: Document Inquiry

NOTES

SCENARIO

Your manager wants complete information regarding document number 4568151566781 from Dr. Carlos F. Haas-Weston.

1. Enter **DCL** in the NEXT FUNCTION field and press Enter to access the *Document List (DCL)* screen.



```
OCP AP                          DOCUMENT LIST                          DCL
111 - PAY ENTITY MUST BE ENTERED
NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       03/02/1998  09:36:34
REQUEST: ________
==============================================================================
PAY ENTITY  :    _                  CONTROL DATE : __________ CONTROL NBR: ____
SHORT NAME  : _______________       VEND/EMP NBR : __________ __
DOCUMENT DTE: __________ __________ DOCUMENT STAT: ____________
DOCUMENT NBR:    _____________      DOCUMENT AMT : _________________ CURR: ____
LIST MRQ INV: _                     DOCUMENT AMT2: _________________ - SELECT -
VEN/EMP NBR  DOCUMENT NUMBER  DOCUMENT     GROSS AMOUNT   CURR STATUS DGI DCI
                                DATE                      CODE         DPA DLL







                    PAGE:      STATUS:
```

2. Type your **trade paying entity (XXPT)** in the PAY ENTITY field.

3. Type **4568151566781** in the DOCUMENT NBR field and press Enter.

🗁 If you do not know the invoice number, you can use the vendor short name or vendor number to find the document.

If there are additional documents that cannot fit on one screen, the word “MORE” will appear at the bottom of the screen. Press Enter to view the next screen. Type **UP** in the REQUEST field and press Enter to scroll up. If you wish to scroll up or down more than one page at a time, type **UP** or **DOWN** (or **DN**) in the REQUEST field followed by the number of pages and press Enter. For example, DN4 will scroll down 4 pages. You may scroll up to 10 pages at one time. Type **TOP** or **T** in the REQUEST field and press Enter to go to the top of the list.

NOTES

4. Type an **S** next to document number 4568151566781 under each of the inquiry screen labels *(DGI, DPA, DCI, DLL)* listed in the SELECT column. The system will display the selected inquiry screens in sequence for the specified document and then return to the *Document List (DCL)* screen.

5. Press Enter to access the *Document General Information (DGI)* screen**.** The *DGI* screen provides the typical header information associated with a document, including:

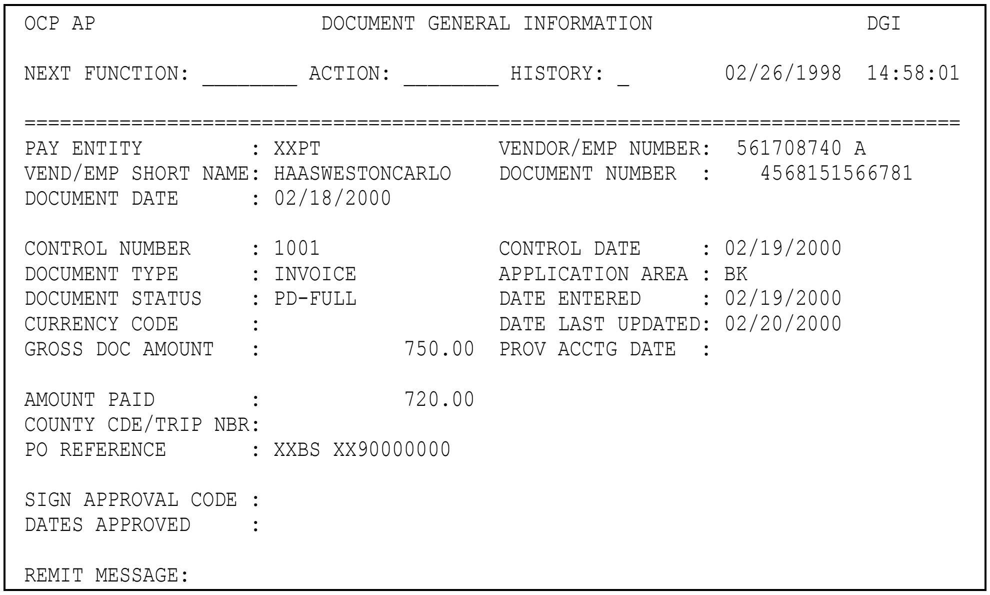
   - Control number
   - Application area (who keyed the document)
   - Document status
   - Amount paid
   - Date of last changes to document
   - Buying entity and purchase order number (for matching invoices)

   Note that all key information for the document defaults from the *DCL* screen. If the *Document General Information (DGI)* screen is accessed directly, one of the following sets of search criteria must be entered in the appropriate fields:

   - PAY ENTITY
   - VENDOR/EMPLOYEE NUMBER
   - GROUP LETTER/NUMBER (IF IT EXISTS)

   or

   - SHORT NAME
   - DOCUMENT NUMBER
   - DOCUMENT DATE



```
OCP AP                  DOCUMENT GENERAL INFORMATION                 DGI

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/26/1998  14:58:01

===============================================================================
PAY ENTITY         : XXPT              VENDOR/EMP NUMBER:  561708740 A
VEND/EMP SHORT NAME: HAASWESTONCARLO    DOCUMENT NUMBER  :    4568151566781
DOCUMENT DATE      : 02/18/2000

CONTROL NUMBER     : 1001              CONTROL DATE     : 02/19/2000
DOCUMENT TYPE      : INVOICE           APPLICATION AREA : BK
DOCUMENT STATUS    : PD-FULL           DATE ENTERED     : 02/19/2000
CURRENCY CODE      :                   DATE LAST UPDATED: 02/20/2000
GROSS DOC AMOUNT   :           750.00  PROV ACCTG DATE  :

AMOUNT PAID        :           720.00
COUNTY CDE/TRIP NBR:
PO REFERENCE       : XXBS XX90000000

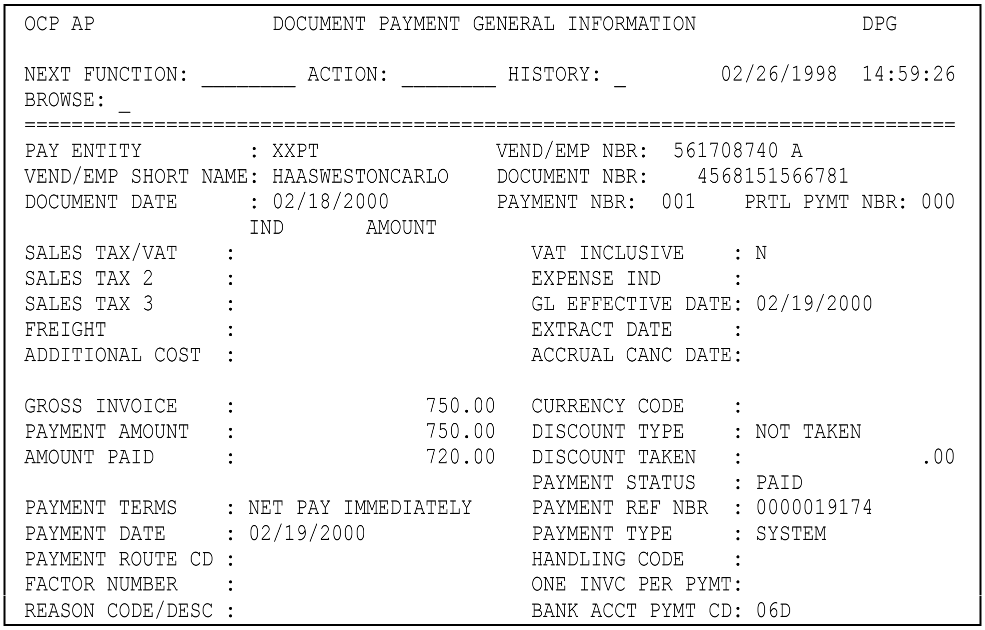
SIGN APPROVAL CODE :
DATES APPROVED     :

REMIT MESSAGE:
```

6. Press Enter to access the *Document Payment General Information (DPG)* screen. The *DPG* screen provides detailed payment information for invoices and employee expenses, including:

   - Tax
   - Freight
   - Additional cost
   - Due date
   - General ledger effective date
   - Extract date
   - Payment reference number

NOTES



```
OCP AP              DOCUMENT PAYMENT GENERAL INFORMATION              DPG

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        02/26/1998  14:59:26
BROWSE: _
===============================================================================
PAY ENTITY          : XXPT               VEND/EMP NBR:  561708740 A
VEND/EMP SHORT NAME: HAASWESTONCARLO    DOCUMENT NBR:    4568151566781
DOCUMENT DATE       : 02/18/2000         PAYMENT NBR:  001    PRTL PYMT NBR: 000
                   IND       AMOUNT
SALES TAX/VAT     :                         VAT INCLUSIVE    : N
SALES TAX 2       :                         EXPENSE IND      :
SALES TAX 3       :                         GL EFFECTIVE DATE: 02/19/2000
FREIGHT           :                         EXTRACT DATE     :
ADDITIONAL COST   :                         ACCRUAL CANC DATE:

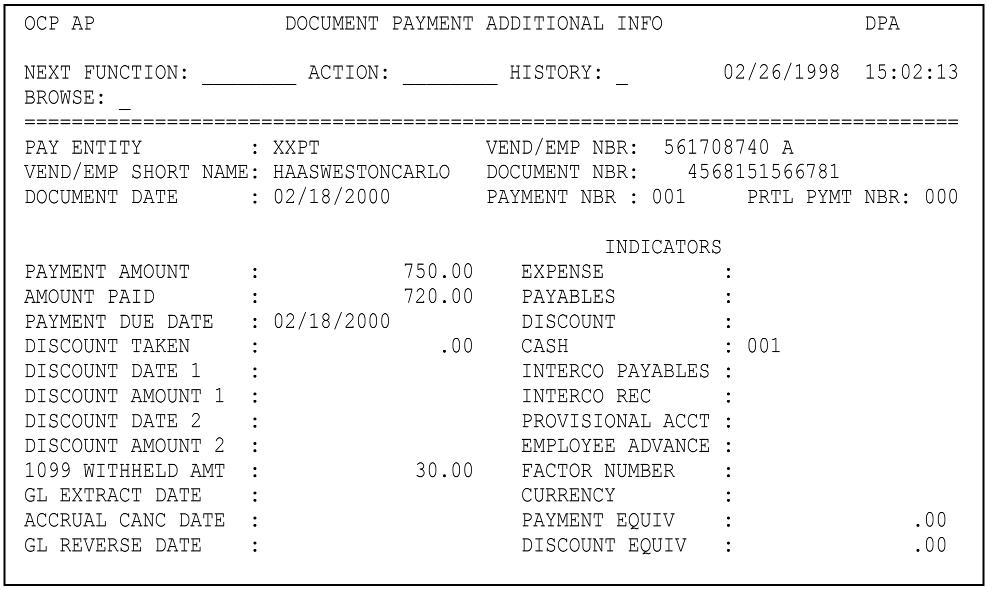
GROSS INVOICE     :               750.00   CURRENCY CODE    :
PAYMENT AMOUNT    :               750.00   DISCOUNT TYPE    : NOT TAKEN
AMOUNT PAID       :               720.00   DISCOUNT TAKEN   :               .00
                                            PAYMENT STATUS   : PAID
PAYMENT TERMS     : NET PAY IMMEDIATELY     PAYMENT REF NBR  : 0000019174
PAYMENT DATE      : 02/19/2000              PAYMENT TYPE     : SYSTEM
PAYMENT ROUTE CD  :                         HANDLING CODE    :
FACTOR NUMBER     :                         ONE INVC PER PYMT:
REASON CODE/DESC  :                         BANK ACCT PYMT CD: 06D
```

> Type any character in the BROWSE field and the payment records from all detail lines are sequentially displayed each time the Enter key is pressed.

7. Press Enter to access the *Document Payment Additional Info (DPA)* screen. The *DPA* screen summarizes discount information; provides general ledger distribution; and, when applicable, includes the following:

   - General ledger extract date
   - Payment cancellation date

NOTES

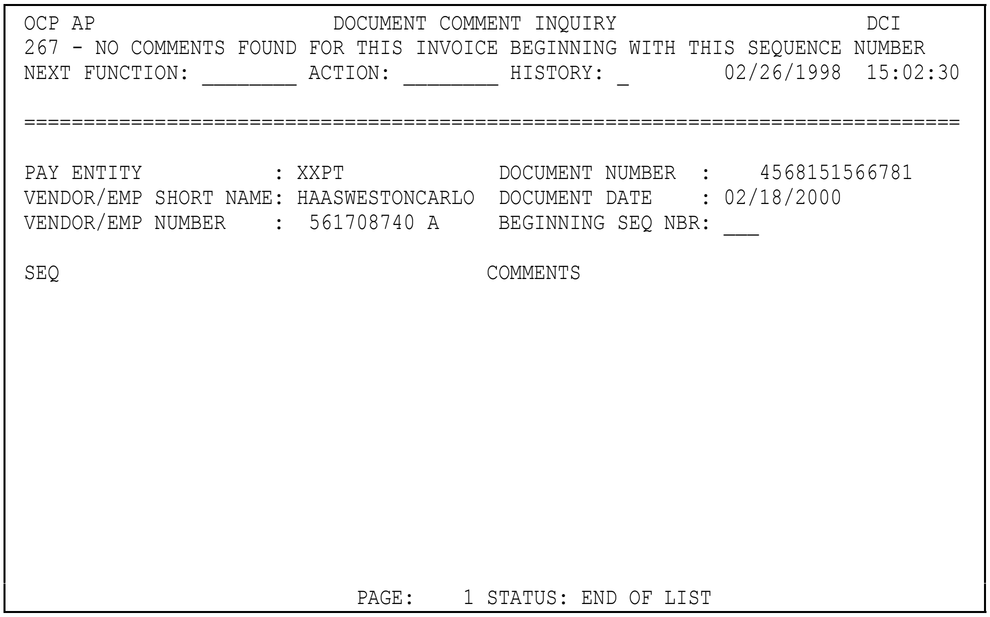


```
OCP AP               DOCUMENT PAYMENT ADDITIONAL INFO                 DPA

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/26/1998  15:02:13
BROWSE: _
================================================================================
PAY ENTITY         : XXPT              VEND/EMP NBR:  561708740 A
VEND/EMP SHORT NAME: HAASWESTONCARLO   DOCUMENT NBR:    4568151566781
DOCUMENT DATE      : 02/18/2000        PAYMENT NBR : 001     PRTL PYMT NBR: 000

                                                 INDICATORS
PAYMENT AMOUNT     :            750.00    EXPENSE           :
AMOUNT PAID        :            720.00    PAYABLES          :
PAYMENT DUE DATE   : 02/18/2000           DISCOUNT          :
DISCOUNT TAKEN     :               .00    CASH              : 001
DISCOUNT DATE 1    :                      INTERCO PAYABLES  :
DISCOUNT AMOUNT 1  :                      INTERCO REC       :
DISCOUNT DATE 2    :                      PROVISIONAL ACCT  :
DISCOUNT AMOUNT 2  :                      EMPLOYEE ADVANCE  :
1099 WITHHELD AMT  :             30.00    FACTOR NUMBER     :
GL EXTRACT DATE    :                      CURRENCY          :
ACCRUAL CANC DATE  :                      PAYMENT EQUIV     :              .00
GL REVERSE DATE    :                      DISCOUNT EQUIV    :              .00
```

8. Press Enter to access the *Document Comment Inquiry (DCI)* screen. The *DCI* screen displays the comments recorded for this document (e.g., vendor information, information between clerks).



```
OCP AP                    DOCUMENT COMMENT INQUIRY                     DCI
267 - NO COMMENTS FOUND FOR THIS INVOICE BEGINNING WITH THIS SEQUENCE NUMBER
NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/26/1998  15:02:30

================================================================================

PAY ENTITY           : XXPT              DOCUMENT NUMBER  :    4568151566781
VENDOR/EMP SHORT NAME: HAASWESTONCARLO  DOCUMENT DATE    : 02/18/2000
VENDOR/EMP NUMBER    :  561708740 A     BEGINNING SEQ NBR: ___

SEQ                                    COMMENTS











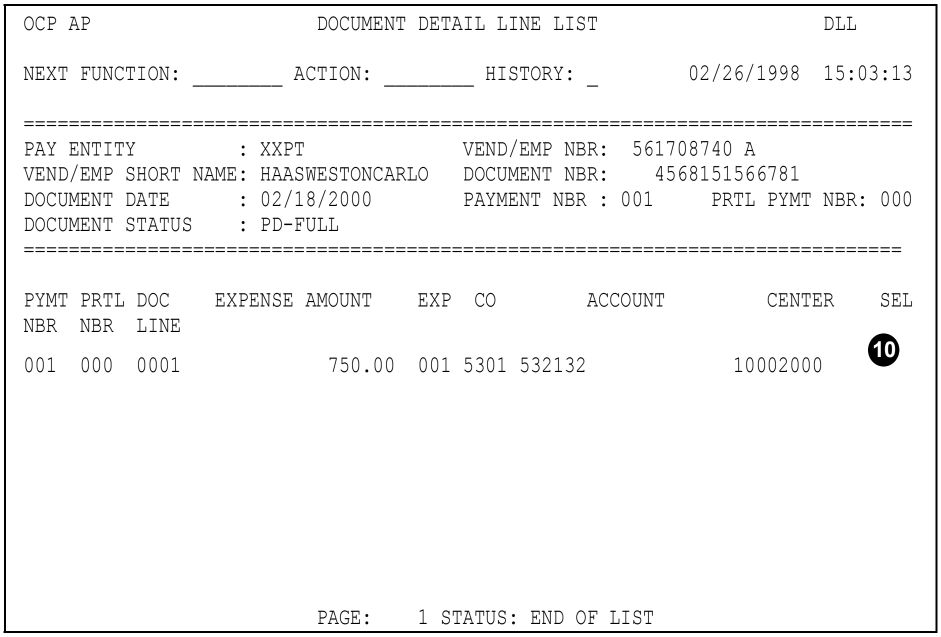


                            PAGE:    1 STATUS: END OF LIST
```

Comments that are entered on the *Document Level Comments (DLC)* screen default to the *Document Comment Inquiry (DCI)* screen.

NOTES

9. Press Enter to access the *Document Detail Line List (DLL)* screen. The *DLL* screen:
   - Details every line assigned to a document, multiple payment or partial payment
   - Shows the expense amount and distribution of the line
   - Allows for the selection of a line for further information on the following screens:
     - — *Document Line Additional Information (DLA)*
     - — *Document Distribution Line History (DLH)*



```
OCP AP                    DOCUMENT DETAIL LINE LIST                   DLL

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/26/1998  15:03:13

=============================================================================
PAY ENTITY         : XXPT              VEND/EMP NBR:  561708740 A
VEND/EMP SHORT NAME: HAASWESTONCARLO   DOCUMENT NBR:    4568151566781
DOCUMENT DATE      : 02/18/2000        PAYMENT NBR : 001     PRTL PYMT NBR: 000
DOCUMENT STATUS    : PD-FULL
============================================================================

PYMT PRTL DOC    EXPENSE AMOUNT    EXP  CO        ACCOUNT         CENTER    SEL
NBR  NBR  LINE

001  000  0001            750.00  001 5301 532132           10002000





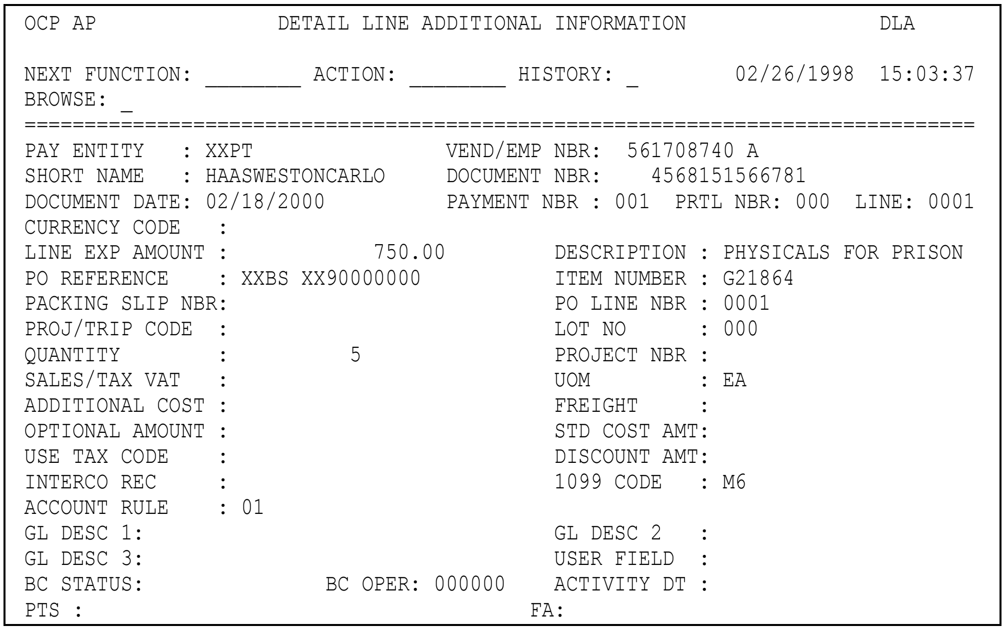





                          PAGE:    1 STATUS: END OF LIST
```

10. Type **C** in the SEL field to access the *Detail Line Additional Information (DLA)* screen and press Enter. The *DLA* screen shows additional detail information for the line.

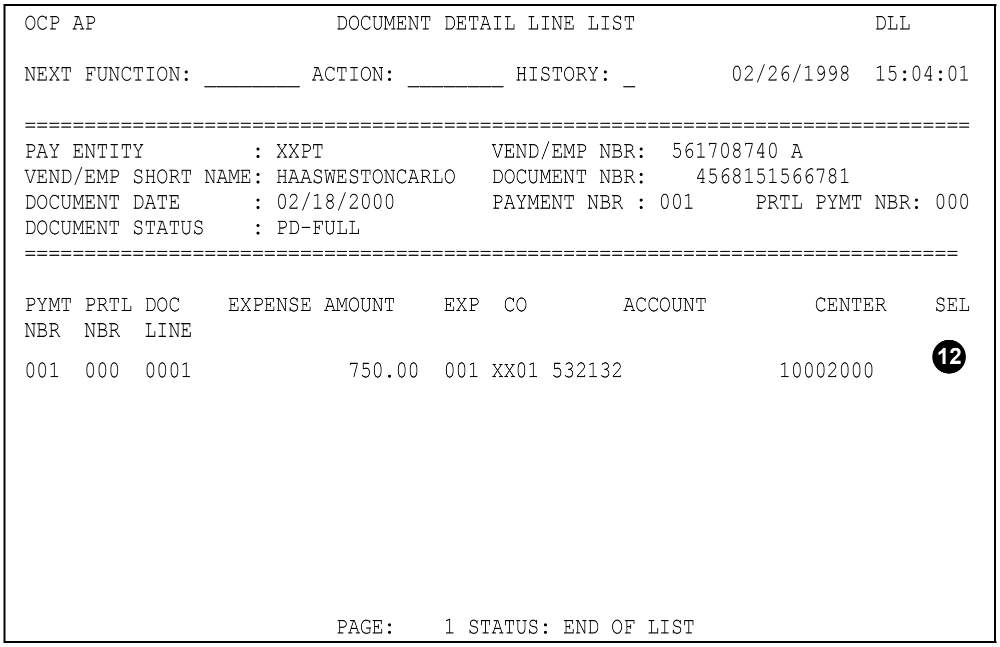
NOTES



```
OCP AP              DETAIL LINE ADDITIONAL INFORMATION                DLA

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        02/26/1998  15:03:37
BROWSE: _
===============================================================================
PAY ENTITY   : XXPT               VEND/EMP NBR:  561708740 A
SHORT NAME   : HAASWESTONCARLO     DOCUMENT NBR:    4568151566781
DOCUMENT DATE: 02/18/2000         PAYMENT NBR : 001  PRTL NBR: 000  LINE: 0001
CURRENCY CODE   :
LINE EXP AMOUNT :            750.00         DESCRIPTION : PHYSICALS FOR PRISON
PO REFERENCE    : XXBS XX90000000           ITEM NUMBER : G21864
PACKING SLIP NBR:                           PO LINE NBR : 0001
PROJ/TRIP CODE  :                           LOT NO      : 000
QUANTITY        :          5                PROJECT NBR :
SALES/TAX VAT   :                           UOM         : EA
ADDITIONAL COST :                           FREIGHT     :
OPTIONAL AMOUNT :                           STD COST AMT:
USE TAX CODE    :                           DISCOUNT AMT:
INTERCO REC     :                           1099 CODE   : M6
ACCOUNT RULE    : 01
GL DESC 1:                                  GL DESC 2   :
GL DESC 3:                                  USER FIELD  :
BC STATUS:              BC OPER: 000000     ACTIVITY DT :
PTS :                                     FA:
```

11. Press Enter to return to the *Document Detail Line List (DLL)* screen.



```
OCP AP                   DOCUMENT DETAIL LINE LIST                       DLL

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _        02/26/1998  15:04:01

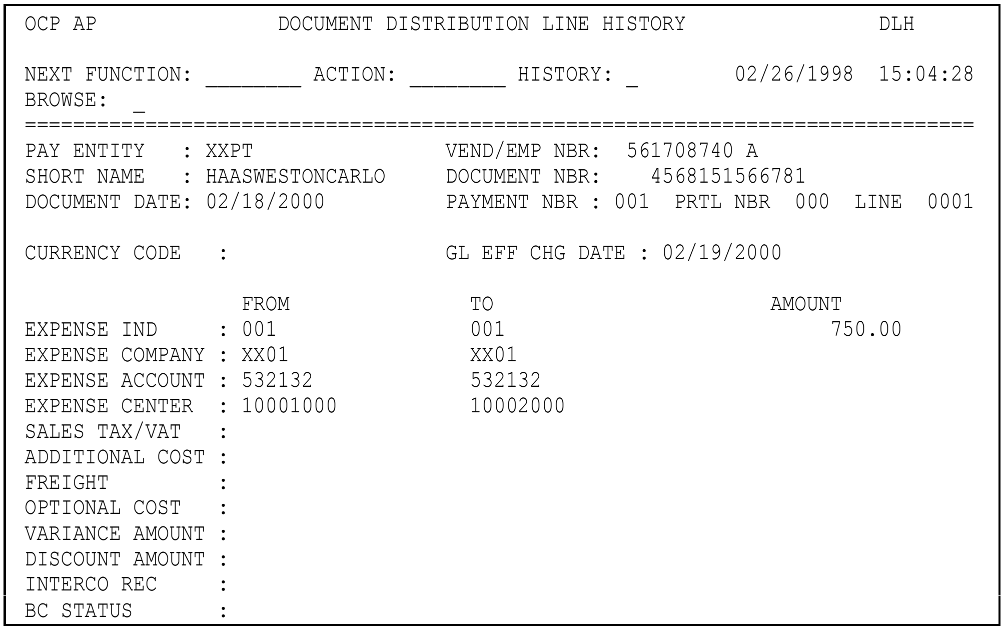
===============================================================================
PAY ENTITY         : XXPT               VEND/EMP NBR:  561708740 A
VEND/EMP SHORT NAME: HAASWESTONCARLO    DOCUMENT NBR:    4568151566781
DOCUMENT DATE      : 02/18/2000         PAYMENT NBR : 001     PRTL PYMT NBR: 000
DOCUMENT STATUS    : PD-FULL
==============================================================================

PYMT PRTL DOC    EXPENSE AMOUNT    EXP  CO        ACCOUNT         CENTER     SEL
NBR  NBR  LINE
001  000  0001             750.00  001 XX01 532132            10002000

                          PAGE:    1 STATUS: END OF LIST
```

12. Type **H** in the SEL field to display the *Document Distribution Line History(DLH)* screen and press Enter. The *DLH* screen indicates whether the General Ledger lines have been changed since the document was first entered and, if so, how they were changed.

NOTES



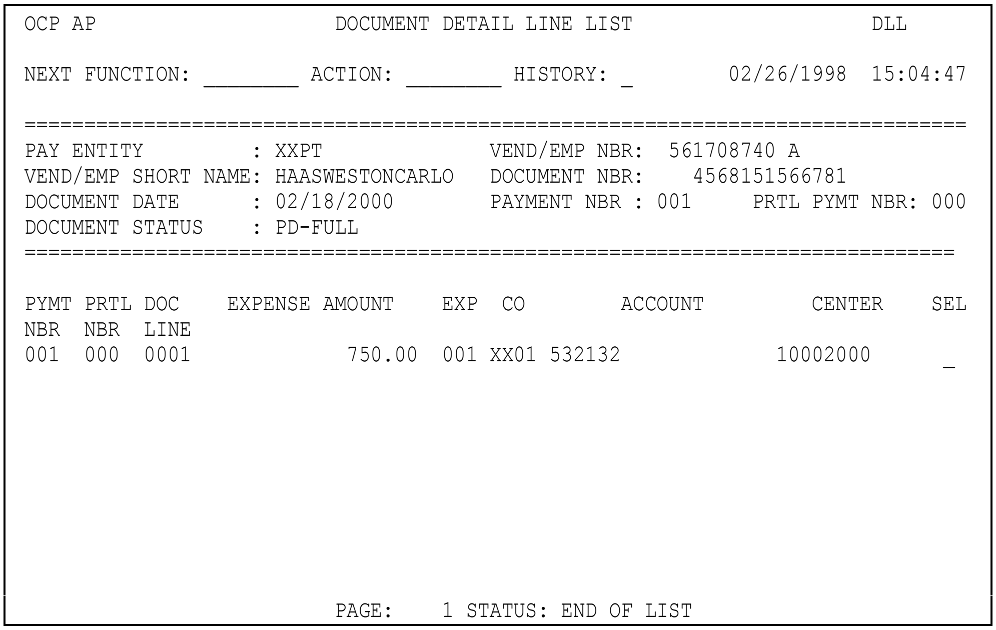
```
OCP AP              DOCUMENT DISTRIBUTION LINE HISTORY               DLH

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/26/1998  15:04:28
BROWSE:  _
=============================================================================
PAY ENTITY   : XXPT                VEND/EMP NBR:  561708740 A
SHORT NAME   : HAASWESTONCARLO     DOCUMENT NBR:    4568151566781
DOCUMENT DATE: 02/18/2000          PAYMENT NBR : 001  PRTL NBR  000  LINE  0001

CURRENCY CODE   :                  GL EFF CHG DATE : 02/19/2000

                  FROM               TO                        AMOUNT
EXPENSE IND     : 001                001                            750.00
EXPENSE COMPANY : XX01               XX01
EXPENSE ACCOUNT : 532132             532132
EXPENSE CENTER  : 10001000           10002000
SALES TAX/VAT   :
ADDITIONAL COST :
FREIGHT         :
OPTIONAL COST   :
VARIANCE AMOUNT :
DISCOUNT AMOUNT :
INTERCO REC     :
BC STATUS       :
```

13. Press Enter to return to the *Document Detail Line List (DLL)* screen.



```
OCP AP                   DOCUMENT DETAIL LINE LIST                    DLL

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/26/1998  15:04:47

=============================================================================
PAY ENTITY         : XXPT              VEND/EMP NBR:  561708740 A
VEND/EMP SHORT NAME: HAASWESTONCARLO   DOCUMENT NBR:    4568151566781
DOCUMENT DATE      : 02/18/2000        PAYMENT NBR : 001     PRTL PYMT NBR: 000
DOCUMENT STATUS    : PD-FULL
============================================================================

PYMT PRTL DOC    EXPENSE AMOUNT    EXP  CO        ACCOUNT          CENTER    SEL
NBR  NBR  LINE
001  000  0001            750.00  001 XX01 532132            10002000      _





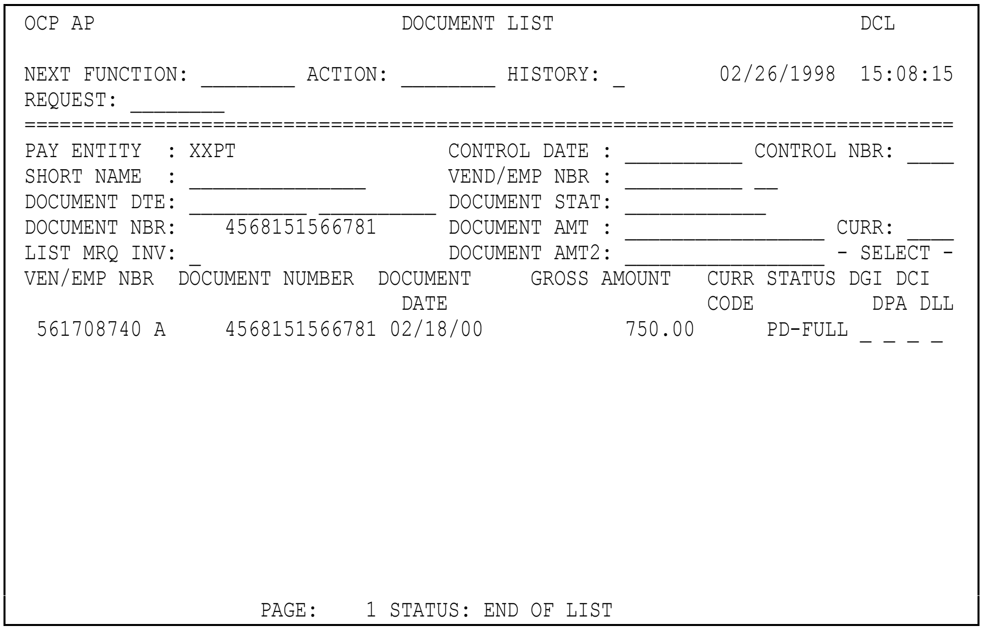




                           PAGE:    1 STATUS: END OF LIST
```

14. Press Enter to return to the *Document List (DCL)* screen.

NOTES



```
 OCP AP                          DOCUMENT LIST                          DCL

 NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/26/1998  15:08:15
 REQUEST: ________
 ===============================================================================
 PAY ENTITY  : XXPT                   CONTROL DATE : __________ CONTROL NBR: ____
 SHORT NAME  : _______________        VEND/EMP NBR : __________ __
 DOCUMENT DTE: __________ __________  DOCUMENT STAT: ____________
 DOCUMENT NBR:    4568151566781       DOCUMENT AMT : _________________ CURR: ____
 LIST MRQ INV: _                      DOCUMENT AMT2: _________________ - SELECT -
 VEN/EMP NBR  DOCUMENT NUMBER  DOCUMENT     GROSS AMOUNT   CURR STATUS DGI DCI
                                 DATE                      CODE         DPA DLL
  561708740 A     4568151566781 02/18/00           750.00      PD-FULL _ _ _ _









                      PAGE:    1 STATUS: END OF LIST
```

You have viewed all information for document number 4568151566781 through the *Document List (DCL)* screen.

WALKTHROUGH: Document Inquiry - Employee Reimbursement

SCENARIO

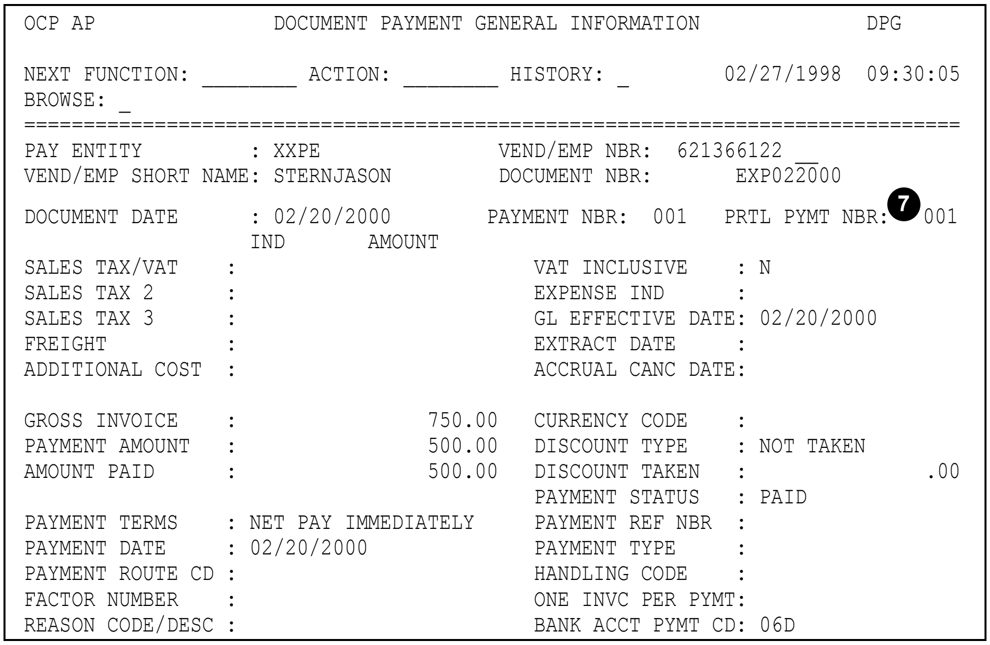
The accounting manager needs complete information about a travel reimbursement for Jason Stern. His employee number is 621366122 and the reimbursement number is EXP021998.

1. Enter **DCL** in the NEXT FUNCTION field and press Enter to access the *Document List (DCL)* screen.
2. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.
3. Type **621366122** in the VEND/EMP NBR fields and press Enter.
4. Type an **S** under all document inquiry screen (*DGI*, *DCI*, *DPA*, *DLL*) labels listed in the SELECT column next to document number EXP021998.
5. Press Enter to access the *Document General Information (DGI)* screen.

NOTES

6. Press Enter to access the *Document Payment General Information (DPG)* screen.

The gross amount of the invoice is $750.00, but the payment amount shown is only $500.00. Also, the payment status is paid, but no payment number is shown. This indicates that the $500.00 was applied to a travel advance.

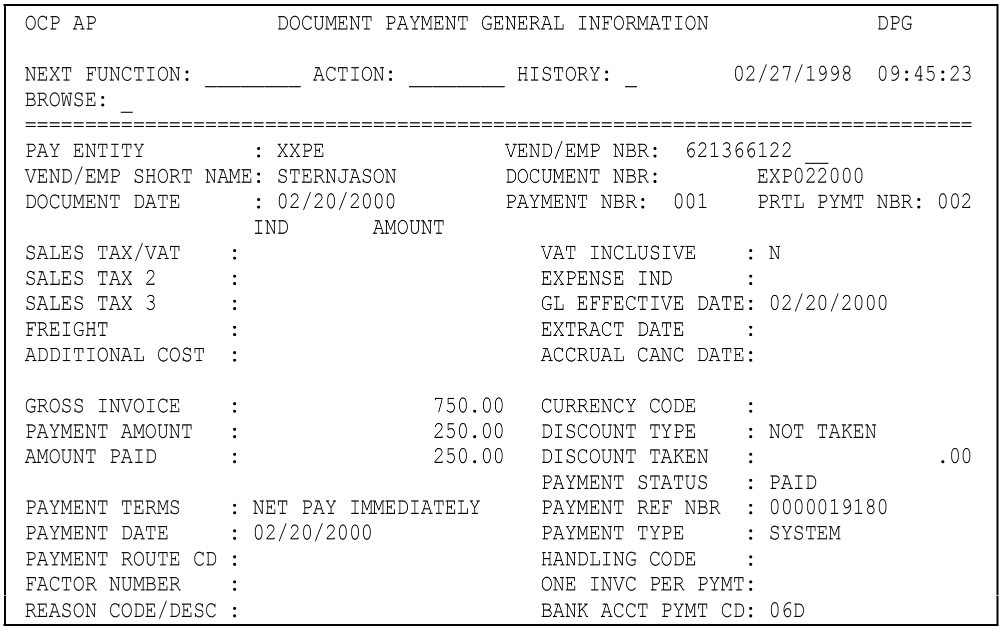


```
OCP AP              DOCUMENT PAYMENT GENERAL INFORMATION            DPG

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/27/1998  09:30:05
BROWSE: _
==============================================================================
PAY ENTITY         : XXPE              VEND/EMP NBR:  621366122 __
VEND/EMP SHORT NAME: STERNJASON        DOCUMENT NBR:       EXP022000
DOCUMENT DATE      : 02/20/2000       PAYMENT NBR:  001   PRTL PYMT NBR:  001
                   IND       AMOUNT
SALES TAX/VAT    :                        VAT INCLUSIVE    : N
SALES TAX 2      :                        EXPENSE IND      :
SALES TAX 3      :                        GL EFFECTIVE DATE: 02/20/2000
FREIGHT          :                        EXTRACT DATE     :
ADDITIONAL COST  :                        ACCRUAL CANC DATE:

GROSS INVOICE    :              750.00   CURRENCY CODE    :
PAYMENT AMOUNT   :              500.00   DISCOUNT TYPE    : NOT TAKEN
AMOUNT PAID      :              500.00   DISCOUNT TAKEN   :                .00
                                         PAYMENT STATUS   : PAID
PAYMENT TERMS    : NET PAY IMMEDIATELY    PAYMENT REF NBR  :
PAYMENT DATE     : 02/20/2000             PAYMENT TYPE     :
PAYMENT ROUTE CD :                        HANDLING CODE    :
FACTOR NUMBER    :                        ONE INVC PER PYMT:
REASON CODE/DESC :                        BANK ACCT PYMT CD: 06D
```

7. To see the remainder of the reimbursement, type **002** in the PRTL PYMT NBR field and press Enter to access the *DPG* screen for this payment information.



```
OCP AP              DOCUMENT PAYMENT GENERAL INFORMATION            DPG

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       02/27/1998  09:45:23
BROWSE: _
==============================================================================
PAY ENTITY         : XXPE              VEND/EMP NBR:  621366122 __
VEND/EMP SHORT NAME: STERNJASON        DOCUMENT NBR:       EXP022000
DOCUMENT DATE      : 02/20/2000        PAYMENT NBR:  001    PRTL PYMT NBR: 002
                   IND       AMOUNT
SALES TAX/VAT    :                        VAT INCLUSIVE    : N
SALES TAX 2      :                        EXPENSE IND      :
SALES TAX 3      :                        GL EFFECTIVE DATE: 02/20/2000
FREIGHT          :                        EXTRACT DATE     :
ADDITIONAL COST  :                        ACCRUAL CANC DATE:

GROSS INVOICE    :              750.00   CURRENCY CODE    :
PAYMENT AMOUNT   :              250.00   DISCOUNT TYPE    : NOT TAKEN
AMOUNT PAID      :              250.00   DISCOUNT TAKEN   :                .00
                                         PAYMENT STATUS   : PAID
PAYMENT TERMS    : NET PAY IMMEDIATELY    PAYMENT REF NBR  : 0000019180
PAYMENT DATE     : 02/20/2000             PAYMENT TYPE     : SYSTEM
PAYMENT ROUTE CD :                        HANDLING CODE    :
FACTOR NUMBER    :                        ONE INVC PER PYMT:
REASON CODE/DESC :                        BANK ACCT PYMT CD: 06D
```

NOTES

The second payment screen for this reimbursement shows the amount of the check, the check number, and the payment type.

8. Press Enter to access the *Document Payment Additional Info (DPA)* screen.

9. Press Enter to access the *Document Comment Inquiry (DCI)* screen.

10. Press Enter to access the *Document Detail Line List (DLL)* screen.

11. Press Enter to return to the *Document List (DCL)* screen.

All information has been found for document number EXP021900 through the *Document List (DCL)* screen.

Payment Inquiry

Document Inquiry | **Payment Inquiry** | **Online Help** | **Reports**

Overview

The inquiry screens described in this section are used to review payment information about documents. At times, you will need to find information such as:

- Status of a payment
- When the payment was made
- What documents are referenced to that payment

You can inquire on a payment using two inquiry screens:

- The *Payment List (PYL)* screen displays the status of a series of payments (e.g., open, canceled, voided).
- The *Invoices By Payment Reference Number (IRL)* screen lists all documents that have been paid by the check number selected on the *PYL* screen.

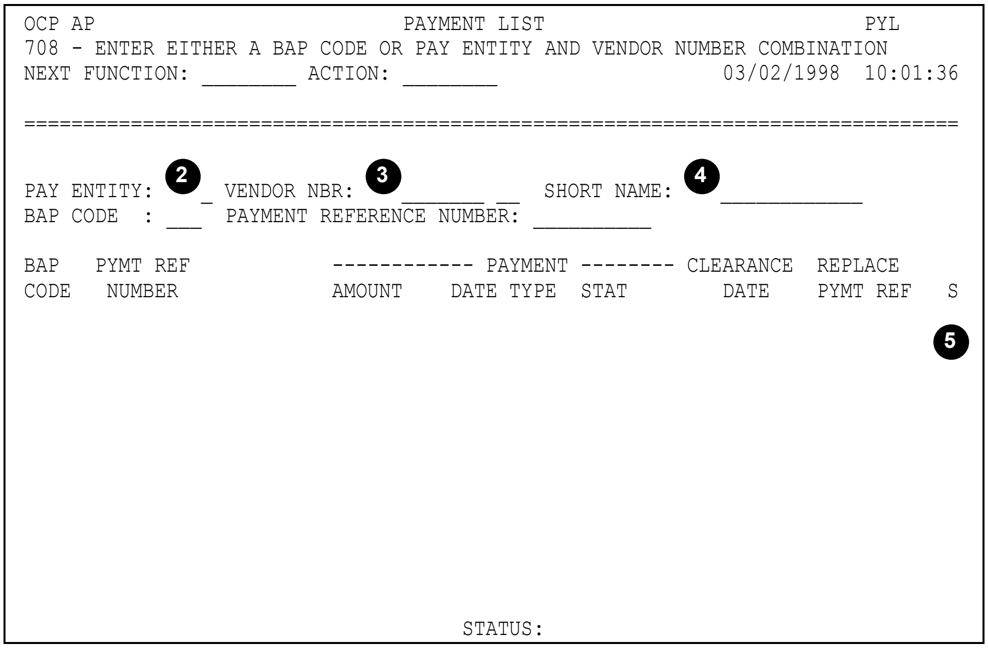
WALKTHROUGH: Payment Inquiry

SCENARIO

A representative from Newsweek has called you. Newsweek received check number 0000222334 but does not know what invoices were paid on this check.

1. Type PYL in the NEXT FUNCTION field and press Enter to access the *Payment List (PYL)* screen.

NOTES



```
OCP AP                          PAYMENT LIST                        PYL
708 - ENTER EITHER A BAP CODE OR PAY ENTITY AND VENDOR NUMBER COMBINATION
NEXT FUNCTION: ________ ACTION: ________                 03/02/1998  10:01:36

===============================================================================

PAY ENTITY: __ VENDOR NBR: _________ __  SHORT NAME: ____________
BAP CODE  : ___  PAYMENT REFERENCE NUMBER: __________

BAP   PYMT REF             ------------ PAYMENT -------- CLEARANCE  REPLACE
CODE   NUMBER              AMOUNT    DATE TYPE  STAT        DATE    PYMT REF   S








                                       STATUS:
```

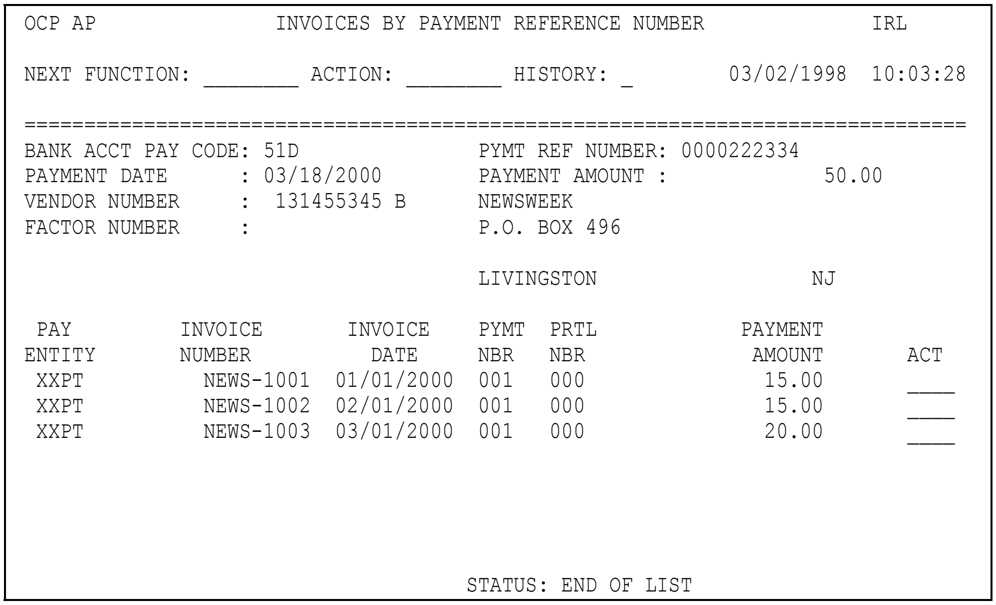
2. Type your trade paying entity (XXPT) in the PAY ENTITY field. (This field may already be entered.)

3. Press the space bar to blank out the VENDOR NBR field.

4. Type Newswe@ over any data that defaulted in the SHORT NAME field and press Enter.

> If you know the BAP code and check number, you can enter that information in the BAP CODE and PAYMENT REFERENCE NUMBER fields, respectively. If you do so, you do not need to enter information in the PAY ENTITY, VENDOR NBR, or SHORT NAME fields.

5. Type **S** in the S field next to the line with the payment reference number 0000222334 and press Enter to access the *Invoices By Payment Reference Number (IRL)* screen. Remember that the *IRL* screen lists all the documents that have been paid by the check number you entered or chose on the *Payment List (PYL)* screen.



```
OCP AP              INVOICES BY PAYMENT REFERENCE NUMBER             IRL

NEXT FUNCTION: ________ ACTION: ________ HISTORY: _       03/02/1998  10:03:28

===============================================================================
BANK ACCT PAY CODE: 51D               PYMT REF NUMBER: 0000222334
PAYMENT DATE      : 03/18/2000        PAYMENT AMOUNT :             50.00
VENDOR NUMBER     :  131455345 B      NEWSWEEK
FACTOR NUMBER     :                   P.O. BOX 496

                                      LIVINGSTON                 NJ

 PAY         INVOICE       INVOICE    PYMT  PRTL            PAYMENT
ENTITY       NUMBER          DATE     NBR   NBR              AMOUNT       ACT
 XXPT          NEWS-1001  01/01/2000  001   000               15.00       ____
 XXPT          NEWS-1002  02/01/2000  001   000               15.00       ____
 XXPT          NEWS-1003  03/01/2000  001   000               20.00       ____





                                     STATUS: END OF LIST
```

The documents that were covered by check number 0000222334 have been found using the *Payment List (PYL)* screen and the *Invoices By Payment Reference Number (IRL)* screen.

ACTIVITY: Payment Inquiry

SCENARIO

A representative from Sam's Club has received a check for $650.00. However, she has misplaced the check stub and would like to know which documents were paid with the check.

1. Type **PYL** in the NEXT FUNCTION field and press Enter to access the *Payment List (PYL)* screen.
2. Type your **trade paying entity (XXPT)** in the PAY ENTITY field.
3. Type **Sams@** in the SHORT NAME field.
4. Press the space bar to blank out the BAP CODE field.
5. Press the space bar to blank out the PAYMENT REFERENCE NUMBER field.
6. Press Enter to access the *Vendor Short Name Lookup (VSL)* screen.
7. Type **R** in the ACTIVITY field next to the vendor's name.
8. Press Enter to return to the *PYL* screen.

NOTES

9. Since the representative does not know the check number, look in the AMOUNT field for $650.00.

10. Type **S** in the S field next to the line with the amount of $650.00 and press Enter to access the *Invoices By Payment Reference Number (IRL*) screen. This will allow you to view the documents that are referenced to this check.

Once you have accessed the *IRL* screen, you will be able to tell the representative every document that was paid with the $650.00 check.

Online Help

Document Inquiry | **Payment Inquiry** | **Online Help** | **Reports**

Overview

The NCAS has helpful information available on the accounts payable screens. By typing **HELP** or **?** in the ACTION field and pressing Enter, you can access documentation for the current screen. This includes field descriptions, considerations, and error messages.

Field descriptions are found on the data entry screens. A brief description of the field is given, as well as valid options and whether or not the field is required. Considerations include notes and reminders, a list of key fields, and valid commands and processing options. Error messages provide additional clarification of the error messages that appear at the top of the screen, and may also indicate a cause or possible corrective action.

Type **END** in the BLANK (NEXT PAGE) field and press Enter to return to the accounts payable screen.

WALKTHROUGH: Accessing the HELP Screen

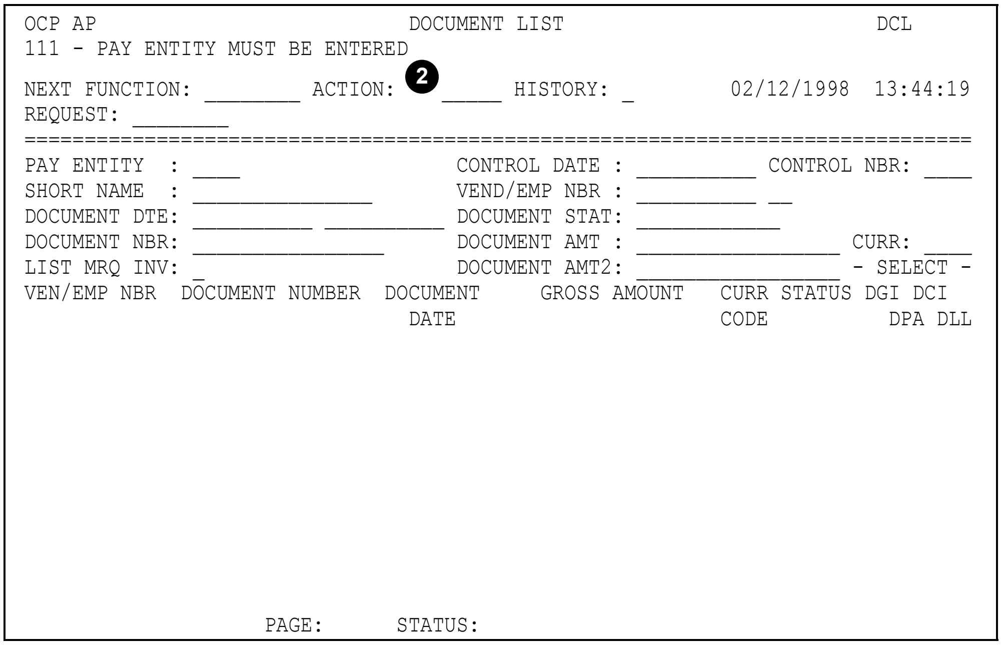
SCENARIO

You want to search for a document on the *Document Control List (DCL)* screen, but you are not sure what search criteria you are required to enter.

You decide to use the *HELP* screen to aid you in setting up your search.

1. Type **DCL** in the NEXT FUNCTION field and press Enter to access the *Document Control List (DCL)* screen.

NOTES

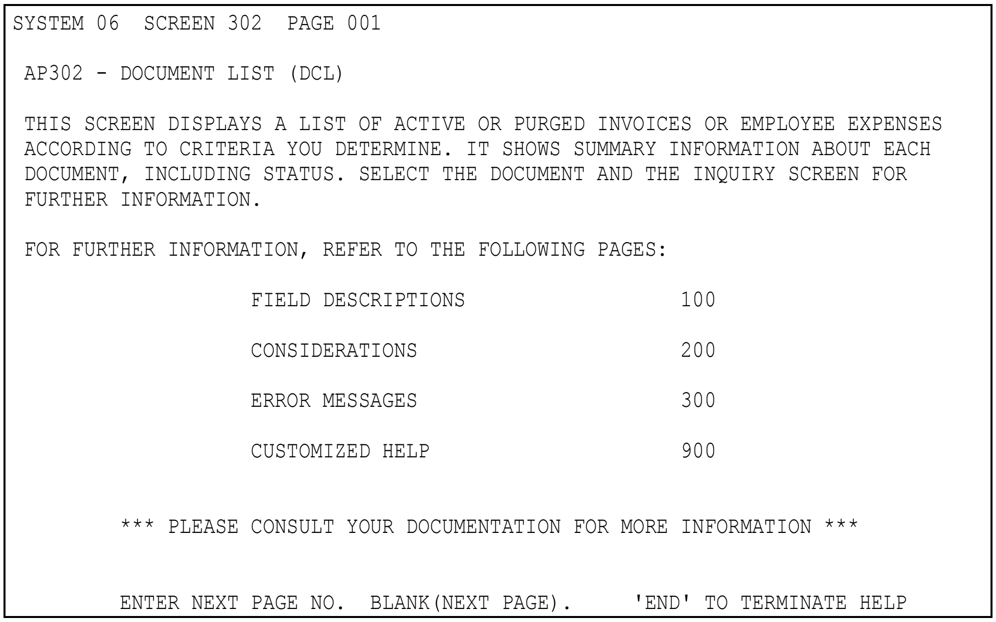


```
OCP AP                          DOCUMENT LIST                        DCL
111 - PAY ENTITY MUST BE ENTERED
NEXT FUNCTION: ________ ACTION: _____ HISTORY: _       02/12/1998  13:44:19
REQUEST: ________
===============================================================================
PAY ENTITY  : ____                  CONTROL DATE : __________ CONTROL NBR: ____
SHORT NAME  : _______________       VEND/EMP NBR : __________ __
DOCUMENT DTE: __________ __________ DOCUMENT STAT: ____________
DOCUMENT NBR: ________________      DOCUMENT AMT : _________________ CURR: ____
LIST MRQ INV: _                     DOCUMENT AMT2: _________________ - SELECT -
VEN/EMP NBR  DOCUMENT NUMBER  DOCUMENT     GROSS AMOUNT   CURR STATUS DGI DCI
                                DATE                      CODE         DPA DLL




                    PAGE:      STATUS:
```

2. Type **HELP** in the ACTION field and press Enter to access the *HELP* screen.



```
SYSTEM 06  SCREEN 302  PAGE 001

 AP302 - DOCUMENT LIST (DCL)

 THIS SCREEN DISPLAYS A LIST OF ACTIVE OR PURGED INVOICES OR EMPLOYEE EXPENSES
 ACCORDING TO CRITERIA YOU DETERMINE. IT SHOWS SUMMARY INFORMATION ABOUT EACH
 DOCUMENT, INCLUDING STATUS. SELECT THE DOCUMENT AND THE INQUIRY SCREEN FOR
 FURTHER INFORMATION.

 FOR FURTHER INFORMATION, REFER TO THE FOLLOWING PAGES:

                   FIELD DESCRIPTIONS                 100

                   CONSIDERATIONS                     200

                   ERROR MESSAGES                     300

                   CUSTOMIZED HELP                    900


         *** PLEASE CONSULT YOUR DOCUMENTATION FOR MORE INFORMATION ***


         ENTER NEXT PAGE NO.  BLANK(NEXT PAGE).     'END' TO TERMINATE HELP
```

3. Type **200** in the BLANK (NEXT PAGE) field and press Enter to access the considerations screens.

4. Type **201** in the BLANK (NEXT PAGE) field and press Enter to access the search criteria information.

5. The search criteria topic will appear on your screen. Press Enter to see the next page.

NOTES

6. When you have finished reading the help information, type **END** in the BLANK (NEXT PAGE) field and press Enter to return to the *DCL* screen.

Reports

Document Inquiry | Payment Inquiry | Online Help | **Reports**

Overview

In addition to using inquiry screens to access information on vendors, documents, and payments, there are a number of reports available. The following pages contain samples of the reports presented in this course. The reports shown here are:

- *AP Action Report*
- *Matching Invoice Verification Report*
- *Outstanding Employee Advances*
- *Employee Expense Reconciliation Summary Report*

If you need additional information, a comprehensive list of reports is listed in the *AP Management* class.

(Refer to **Procedure 39: Viewing and Printing Systemware Reports** if you would like to view and/or print a Systemware report.)

Report Name: *AP Action Report*

Reporting Tool: Systemware

Report Group: MM122-6

Report ID: AP-A0006

Description: This report is issued everyday and lists the invoice exceptions that the buyers resolved the previous day.

```
REPORT ID          :          AP-A0005
TIME        :      14: 59:32                                AP ACTION REPORT                          PAGE:                    1
                                                                                                      DATE:              02/18/02
AP OPERATOR        0000XX
PAY ENTITY         XXPT
---------------------------------------------------------------------------------------------------------------------------------
----------CONTROL----------                        INVOICE
GROUP           DATE              INVOICE           DATE       VENDOR  NUMBER    BUYER  ID     BUYER  NAME              ACTION  REQUIRED
                                  NUMBER
---------------------------------------------------------------------------------------------------------------------------------
0124        02/16/02           7939513006       02/06/02      561301618   A      B01          TRAINING BUYER    *  AS IS    *              *              *

                                                                    PAY PER PURCHASE ORDER.  DELETE FREIGHT AMOUNT FROM THE
                                                                    INVOICE AND PAY THE REDUCED AMOUNT.  DO NOT ISSUE A DEBIT
                                                                    MEMO.

0124        02/16/02           9638523008       02/09/02      560746125   A      B01          TRAINING BUYER    *  AS IS    *              *              *

                                                                    PAY AS INVOICED.  UNIT PRICE ON PURCHASE ORDER WAS WRONG.

0124        02/16/02           7418523010       02/17/02      560746125   A      B01          TRAINING BUYER    *           *  WITH D/M    *              *

                                                                    PAY PER PURCHASE ORDER.   PAY INVOICE ONLY AFTER VENDOR'S
                                                                    CREDIT MEMO FOR $12.50 IS RECEIVED.

0124        02/16/02           2587533011       02/11/02      561493308   A      B01          TRAINING BUYER    *           *  WITH D/M    *              *

                                                                    PAY $400 ONLY.  BALANCE SHIPMENT HAS NOT BEEN RECEIVED.
                                                                    ISSUE A DEBIT MEMO FOR $600.
```

Report Name:	*Matching Invoice Verification*
Reporting Tool:	Systemware
Report Group:	MM122-9
Report ID:	AP-A0006
Description:	This report is directed to the requester for signature approval of an invoice.

NOTES

REPORT ID	: AP-0006			PAGE :	1
TO :	TRAINING REQUISITIONER	PAY ENTITY :	XXPT	CONTROL GROUP:	301
SUBJECT :	MATCHING INVOICE VERIFICATION	OPERATOR :	0000XX	CONTROL DATE:	03/15/02
AS OF :	03/16/02			INVOICE NUMBER :	3011

THE FOLLOWING INVOICE CONTAINS ITEMS THAT WILL BE CHARGED TO YOUR REQUISITION COST CENTER.
PLEASE CONFIRM THE CHARGE IN THE SPACE PROVIDED AND RETURN TO THE ACCOUNTS PAYABLE DEPARTMENT.

INVOICE GENERAL INFORMATION

DATE :	02/28/02			GROSS INV AMOUNT :	2000.00
DUE DATE:	02/28/02	PO REFERENCE :	XX???????? 0001	TAX/VAT:	.00
BILLING VENDOR:	FRANK A. SAAS, DDS			FREIGHT :	.00
BUYER:	KENANSVILLE, NC TRAINING BUYER			ADDITIONAL COST :	.00

INVOICE DETAIL INFORMATION

LINE	CO	ACCOUNT	CENTER	VENDOR ITEM DESCRIPTION	INVOICE QUANTITY	UOM	AMOUNT
1	XX01	534511	10003100	SEMIANNUAL CHECKUPS FOR PRISONERS	20	EA	2000.00

APPROVAL DISPOSITION

HOLD PENDING ACTION : ______ WHEN ? ________ TYPE ? ____________________

PAY AS INVOICED : : X DATE SERVICE/GOODS RECEIVED : 01/10 - 01/15/02

NOTES : ____________________

DEDUCT (AMOUNT) : ___________ EXPLAIN : ____________________

SIGNATURE AUTHORIZES CHARGES AS SHOWN ABOVE

SIGNED R. C. Smith

TITLE Training Requisitioner

DATE 03/16/02

NOTES

Report Name: *Outstanding Employee Advances*

Reporting Tool: Systemware

Report Group: MM122-6

Report ID: AP-I0005

Description: This report lists outstanding advances by employee.

```
 EMPLOYEE                                                 PAY   PRTL   VOUCHER    ADVANCE          TYPE OF                          ADVANCE
  NUMBER        SHORT NAME        ADVANCE NUMBER          NBR   PYMT    DATE      STATUS           ADVANCE            AMOUNT        ISSUE DT.
330595336       HANESSCOTT                ADV031503        1           03/10/03     PAID           PERMANENT             100.00   03/10/03
                            * TOTAL UNPAID FOR VENDOR                           330595336      *                *        .00   *
                                               TEMPORARY  **                                                                          .00
                                               PERMANENT  ***                                                                         .00
                            *  TOTAL PAID/UNUSED FOR VENDOR                     330595336      *                *     100.00   *
                                               TEMPORARY  **                                                                          .00
                                               PERMANENT  ***                                                                      100.00
                            *  TOTAL FOR VENDOR                                 330595336      *                *     100.00   *
                                               TEMPORARY  **                                                                          .00
                                               PERMANENT  ***                                                                      100.00
564236602       TODDJENNIFERP             ADV040103        1           03/25/03     PAID           TEMPORARY             150.00   03/27/03
                            * TOTAL UNPAID FOR VENDOR                           564236602      *                *        .00   *
                                               TEMPORARY  **                                                                          .00
                                               PERMANENT  ***                                                                         .00
                            *  TOTAL PAID/UNUSED FOR VENDOR                     564236602      *                *     150.00   *
                                               TEMPORARY  **                                                                       150.00
                                               PERMANENT  ***                                                                         .00
                            *  TOTAL FOR VENDOR                                 564236602      *                *     150.00   *
                                               TEMPORARY  **                                                                       150.00
                                               PERMANENT  ***                                                                         .00
125695432       LYNCHANNEC                ADV110102        1           10/15/02     PAID           PERMANENT            1000.00   10/15/02
                            * TOTAL UNPAID FOR VENDOR                  125695432                   *                *        .00   *
                                               TEMPORARY  **                                                                          .00
                                               PERMANENT  ***                                                                         .00
                            *  TOTAL PAID/UNUSED FOR VENDOR                     125695432      *                *    1000.00   *
                                               TEMPORARY  **                                                                          .00
                                               PERMANENT  ***                                                                     1000.00
                            *  TOTAL FOR VENDOR                                 125695432      *                *    1000.00   *
                                               TEMPORARY  **                                                                          .00
                                               PERMANENT  ***                                                                     1000.00
```

NOTES

Report Name:	*Employee Expense Reconciliation Summary Report*
Reporting Tool:	Systemware
Report Group:	MM122-6
Report ID:	AP-R0003
Description:	This report lists all outstanding expenses and advances by employee and provides a reconciliation of the employee’s account.

REPORT ID : AP-R0003
TIME : 23:15:16

EMPLOYEE EXPENSE RECONCILIATION SUMMARY REPORT
FROM 07/01/02 TO 07/01/03

PAGE : 425
AS OF : 04/04/03
C-AP-EMPLOYEE-EXPENSE-REPORT

PAYING ENTITY: XXPE
EMPLOYEE NUMBER: 125695432
EMPLOYEE NAME: ANNE C. LYNCH
EMPLOYEE ADDRESS: 3218 GLENWOOD AVENUE
RALEIGH, NC

EMP ADVANCE NBR/ EMP EXPENSE NBR	PAY NBR	PRTL PYMT	ADVANCE/ EXPENSE DATE	PAYMENT/ FINAL PYMT DATE	ADVANCE AMOUNT/ EXPENSE AMOUNT	NET AMOUNT PAID/ NET OUTSTANDING	TYPE OF ADVANCE/ EXPENSE	PAYMENT/ TRAVEL REQST NUMBER
			******************************UNAPPLIED ADVANCES******************************					
ADV021503	1		02/25/03	02/25/03	1000.00		TEMP PAID	00001183921
			TOTAL TEMPORARY ADVANCES		1000.00			
			TOTAL UNAPPLIED ADVANCES		200.00			
			******************************PAID/APPLIED EXPENSES******************************					
*********************			**************	02/25/03	800.00		EXP GENRD	00001183921
EXP030103-031503	1		03/10/03	02/25/03	800.00		EXP PAID	
*********************			**************	03/01/03	300.00		EXP GENRD	00001162735
EXP021503-022803	1		02/20/03	03/01/03	300.00		EXP PAID	
			TOTAL PAID EXPENSES		300.00			
			TOTAL EXPENSES		1,100.00			

******************************EMPLOYEE SUMMARY******************************

UNAPPLIED TEMPORARY ADVANCES		200.00
UNAPPLIED PERMANENT ADVANCES		.00
TOTAL UNAPPLIED ADVANCES		200.00
EXPENSES APPLIED TO ADVANCES	800.00	
PAID EXPENSES	300.00	
TOTAL EXPENSES	1,100.00	
EXPENSES - OPEN		.00
EXPENSE - ON HOLD		.00
EXPENSE - ON 1/TIME HOLD		.00
TOTAL OPEN/ON HOLD EXPENSES		.00
TOTAL EMPLOYEE BALANCE		200.00 -

Procedure 1: Requesting the Addition of a Trade Vendor

🗁 Before entering any invoices, you must first check the Statewide Trade Vendor File to see if the vendor exists. If it does not, then you must request the Office of State Controller to add the vendor to the file.

After accessing the Accounts Payable module:

1. Type **VSL** in the NEXT FUNCTION field and press Enter to access the *Vendor Short Name Lookup (VSL)* screen.
2. Type **your paying entity (XXPT)** in the PAY ENTITY field.
3. Type **part of the vendor name@** in the SHORT NAME field and press Enter to view the *VSL* screen.

   🗁 The symbol "@" allows you to type part of a vendor name to access all vendors beginning with the specified letters.

4. Type **VSU** in the next function field if a vendor is not listed on the *VSL* screen.
5. Press Enter to access the *Vendor Setup (VSU)* screen and to request the addition of a vendor.
6. Type **VADD** in the PAY ENTITY field.

   🗁 VADD stores vendor names temporarily until they are added to the Statewide Trade Vendor File.

7. Type the **vendor number** (federal ID or social security number) in the VENDOR NO field. (Do not type the hyphens.)
8. Type the **vendor name** in the VENDOR NAME field.
9. Type **a valid vendor type code** in the VENDOR TYPE field. The following are the valid codes:

   D = direct vendor (no purchase order issued)
   M = matching vendor (references a purchase order issued)

10. Type **your four-digit phone extension** plus **your first name** (e.g., 3314laura) in the SHORT NAME field.
11. Type the **vendor's fax number** in the FAX field, if available.

    🗁 This field is *not* required.

12. Type the **vendor's address** in the ADDR LINE 1, ADDR LINE 2, and ADDR LINE 3 fields of the REMIT TO section.

🗁 Use the ORDER FROM section if the vendor is a matching vendor. Make sure that the city is typed into ADDRESS LINE 3 for 1099 reporting purposes.

13. Type the **vendor's phone number** in the PHONE field if applicable.

🗁 If the vendor has a toll-free number put that number in the PHONE field and the vendor's regular phone number in the OPT ADDR 1 field.

14. Type the **vendor's state** in the STATE CODE field.

15. Type the **vendor's zip code** in the POSTAL CODE field.

16. Type **additional vendor information** in the OPT ADDR 1 and OPT ADDR 2 fields. Additional information might include:

- Second phone number
- Company status

17. Type **your name, phone number, and agency** in the OPT ADDR 2 field to provide additional information identifying the person submitting the vendor request.

E*xample:* Req: Jane – 828-358-3546 @ DOJ/JA

18. Type the **contact person's name** in the CONTACT field.

19. Press Enter to add the vendor.

20. If the vendor has been entered correctly, the system will validate the entry. The following message is displayed: **VENDOR HAS BEEN ADDED TO THE SYSTEM. HIT ENTER!**

21. Press Enter to send your request to the OSC.

Procedure 2: Requesting the Change of a Trade Vendor Before It Has Been Added

After accessing the Accounts Payable module:

1. Type **VSL** in the NEXT FUNCTION field and press Enter to access the *Vendor Short Name Lookup (VSL)* screen.
2. Type **VADD** in the PAY ENTITY field.
3. Type **the Julian date of your request**, **your four-digit phone extension**, **your first name**, and **"@"** (e.g., 2543314laura@) in the SHORT NAME field and press Enter to display the vendors you have requested to be added.
4. Type **VSU** in the ACTIVITY field of the requested vendor and press Enter to access the *Vendor Setup (VSU)* screen.
5. Type **C** in the REQUEST field and press Enter to indicate that you are *changing* information about the vendor.
6. Type the **changed information** over the existing information for all fields that need to be corrected.
7. Type **your name, phone number, and agency** in the OPT ADDR 2 field to provide additional information identifying the person submitting the change request.

   Example: Req: Jane – 828-358-3546 @ DOJ/JA
8. Press Enter to complete the change request.

Procedure 3: Requesting the Change of a Trade Vendor After It Has Been Added

🗁 If the vendor cannot be found under the paying entity VADD or vendor information needs to be changed, this procedure should be used.

After accessing the Accounts Payable module:

1. Type **VSL** in the NEXT FUNCTION field and press Enter to access the *Vendor Short Name Lookup (VSL)* screen.

2. Type **your paying entity** (XXPT) in the PAY ENTITY field.

3. Type **part of the vendor name@** in the SHORT NAME field and press Enter to display the vendors you have requested starting with those letters.

4. Type **VSU** in the ACTIVITY field of the requested vendor and press Enter to access the *Vendor Setup (VSU)* screen.

5. Type **CHGE** over your paying entity in the PAY ENTITY field to indicate a *change* to the file.

6. Type the **name of the vendor** in the VENDOR NAME field.

7. Type **your four-digit phone extension** and **your first name** (e.g., 3314laura) in the SHORT NAME field.

8. Type **any new or changed information** over the existing information for all fields that need to be corrected or changed. Type the changed information in the correct fields.

9. Type **your name, phone number, and agency** in the OPT ADDR 2 field to provide additional information identifying the person submitting the change request.

Example: Req: Jane – 828-358-3546 @ DOJ/JA

10. Press Enter to process the change request.

🗁 The system displays the following message: **VENDOR HAS BEEN ADDED TO THE SYSTEM. HIT ENTER!**

11. Press Enter again to complete the change request.

🗁 If you are changing the address, company name or federal tax ID number of the vendor. You will need to fax supporting documentation to NCAS Support Services at (919) 981-5561 before the change will be processed.

Procedure 4: Adding an Employee Vendor

🗁 Before entering a travel advance or employee reimbursement, check the Employee Vendor File to see if the vendor exists.

After accessing the Accounts Payable module:

1. Type **VSL** in the NEXT FUNCTION field and press Enter to access the *Vendor Short Name Lookup (VSL)* screen.

2. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.

3. Type **part of an employee name@** in the SHORT NAME field and press Enter to view the *VSL* screen. (Enter the last name first, e.g., Millermike@.)

🗁 The symbol “@” allows you to type part of an employee name to access all employees beginning with the specified letters.

4. Type **VSU** in the NEXT FUNCTION field if a vendor is not listed on the *VSL* screen.

5. Press Enter to access the *Vendor Setup (VSU)* screen and to request the addition of an employee as a vendor.

6. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.

7. Type the **employee’s social security number** in the VENDOR NO field. (Do not type the hyphens.)

8. Type the **employee’s name** in the VENDOR NAME field.

9. Type **E** in the VENDOR TYPE field to indicate that this is an *employee* vendor.

10. Type the **employee’s last name** and **first name** in the SHORT NAME field. (Do not type any spaces between the names.)

11. Type the **employee’s address** in the ADDR LINE 1, ADDR LINE 2, and ADDR LINE 3 fields of the REMIT TO section. If only two lines are needed, use the ADDR LINE 1 and ADDR LINE 3 fields. ADDR LINE 3 is always the city (e.g., Raleigh).

12. Type the **phone number** in the PHONE field.

13. Type the **employee’s state** in the STATE CODE field.

14. Type the **employee’s zip code** in the POSTAL CODE field.

15. Press Enter to complete the entry and clear the screen.

🗁 If the employee vendor has been entered correctly, the system will validate the entry.

16. Type **VPN** in the NEXT FUNCTION field and press Enter to access the *Vendor Payable Information (VPN)* screen.

17. Type the vendor number in the VENDOR NUMBER field.

18. Type the **employee’s federal tax ID number** in the TAX ID NUMBER field and press Enter to complete the entry.

Procedure 5: Changing an Employee Vendor

After accessing the Accounts Payable module:

1. Type **VSL** in the NEXT FUNCTION field and press Enter to access the *Vendor Short Name Lookup (VSL)* screen.

2. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.

3. Type **part of an employee name@** in the SHORT NAME field and press Enter to view the *VSL* screen. (Enter the last name first, e.g., Millermike@.)

> 🗁 The symbol "@" allows you to type part of an employee name to access all employees beginning with the specified letters.

4. Type **VSU** in the ACTIVITY field of the requested vendor and press Enter to access the *Vendor Setup (VSU)* screen.

5. Type **C** in the REQUEST field and press Enter to indicate that you are *changing* information about the employee vendor.

6. *OPTIONAL:* Type the **employee's short name** in the SHORT NAME field and press Enter.

7. Type the **changed information** over the existing information for all fields needed to be corrected.

8. Press Enter to complete the change request.

Procedure 6: Adding a Non-Trade Vendor

🗁 Non-trade vendors are not shared with any other agencies.

After accessing the Accounts Payable module:

1. Type **VSU** in the NEXT FUNCTION field and press Enter to access the *Vendor Setup (VSU)* screen.
2. Type **the non-trade paying entity (XXPN)** in the PAY ENTITY field.

   🗁 Your agency and OSC will determine the non-trade paying entity code.

3. Type the **vendor's federal ID number** or the **social security number** in the VENDOR NO field. (Do not type the hyphens.)
4. Type the **vendor's group letter** in the GROUP field, if applicable.
5. Type the **vendor's name** in the VENDOR NAME field.
6. Type **D** in the VENDOR TYPE field to indicate that this is a *direct* vendor.
7. Type the **vendor name** in the SHORT NAME field. (Do not type any spaces between the names.)
8. Type the **vendor's street address** in the ADDR LINE 1 field of the REMIT TO section.

   🗁 Use the ADDR LINE 2 field to complete the address if additional space is required.

9. Type the **vendor's phone number** in the PHONE field.
10. Type the **vendor's city** in the ADDR LINE 3 field of the REMIT TO section.
11. Type the **vendor's state** in the STATE CODE field.
12. Type the **vendor's zip code** in the POSTAL CODE field.
13. Type a **contact name** at the vendor's company in the CONTACT field.
14. Press Enter to add this vendor to your non-trade paying entity and to clear the screen.

    🗁 Agencies may be required to report expenditures with vendors by county. If you know the city, you can identify the county code using **QRG 2: Post Offices and Incorporated Cities or Towns (GEN 562)**. If you know the county, you can find the corresponding code on the *Description Table (DTL)* screen. Once you have located the appropriate code, access the *Vendor General Information (VGN)* screen to add the code.

15. Type **VGN** in the NEXT FUNCTION field and press Enter to access the *Vendor General Information (VGN)* screen.

16. Type **the vendor’s short name@** in the SHORT NAME field.

17. Type the **county code** in the CATEGORY CODES 5 field and press Enter to identify the correct county.

18. Type **today’s date** in the VEND ADD field to track the date of the addition of the vendor to the system.

19. Press Enter to process the *VGN* screen.

20. Type **VPN** in the NEXT FUNCTION field and press Enter to access the *Vendor Payable Information (VPN)* screen.

21. Type your **non-trade paying entity (XXPN)** in the PAY ENTITY field.

22. Type **the vendor’s number** in the VENDOR NUMBER field.

23. Type **the vendor’s group letter** in the GROUP field.

24. Type **the vendor’s tax identification number (TIN)** in the TAX ID NUMBER field to add the tax ID number.

    🗁 If there is no TIN in this field and this vendor has a 1099 transaction, there will automatically be 31% withholding taken from that transaction.

25. Press Enter to add the vendor as a non-trade vendor.

Procedure 7: Entering a Control Group

🗁 Make sure you have received a completed Control Group Header sheet.

After accessing the Accounts Payable module:

1. Type **CDE** in the NEXT FUNCTION field and press Enter to access the *Control Document Entry (CDE)* screen**.**

2. Type **your paying entity (XXPT)** in the PAY ENTITY field.

3. Type **the control group number** in the CONTROL NUMBER field. This number corresponds to the control group number on the Control Group Header sheet.

4. Type **the control group total amount** in the CNTL AMT field. This field reflects the total of all invoices in the control group.

5. Type **your first** and **last initials** in the APPL AREA field.

6. Type **a valid entry method** for matching entry in the ENTRY METHOD field. The following are valid entry types:

D = *direct* entry
M = *matching* entry
E = *employee* reimbursement entry

7. Press Enter to process the control header information and to access the *Invoice Matching (IMP)* screen. The following screens apply:

D accesses the *Invoice Worksheet 1 (IWS-1T)* screen.
M accesses the *Invoice Matching (IMP)* screen.
E accesses the *Employee Worksheet 1 (EWS-1T)* screen.

Procedure 8: Entering Direct Invoices

🗁 Make sure you have received a completed Control Group Header sheet.

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (IWS-1T)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.

2. Type the **invoice date** in the DATE field. This date is used to determine the payment due date based on the payment terms code.

3. Type the **vendor short name@** in the VENDOR SHORT NM field and press Enter.

   🗁 If you access the *Vendor Setup (VSL)* screen, choose the appropriate vendor. Type **R** in the ACTIVITY field and press Enter to *return* to the *IWS-1T* screen.

4. If any messages appear, read the messages and press Enter to override the messages and continue entering the invoice.

5. Type the **county code** in the COUNTY CODE field. Refer to **QRG 2: Post Offices and Incorporated Cities or Towns (GEN 562)** to determine the correct county code.

6. Verify that the appropriate payment terms have defaulted into the TERMS CODE field. Update this field if necessary.

   🗁 You can access the *Payment Terms Code List (PTL)* screen to obtain a list of payment terms and their corresponding codes. Type **BACK** in the NEXT FUNCTION field and press Enter to return to the *IWS-1T* screen.

7. To add a remit message to the check, access the *Remit Message List (RML)* screen by typing **RML** in the NEXT FUNCTION field and pressing Enter (Or enter the message directly on the *IWS-1T* screen and press Enter. Then skip to Step 11.).

8. Type **your paying entity (XXPT)** in the PAY ENTITY field and press Enter to review the remit message.

9. Once you have found the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press Enter to *return* to the *IWS-IT* screen.

10. Type the **three-character code** that corresponds to the message in the first REMIT MSG field.

11. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.

12. Type **your company number** in the CO field.

13. Type the **account number** in the ACCOUNT field.

14. Type the **center number** in the CENTER field.

15. If no tax is prorated against this line, type **N** in the T field (part of the TFAD field) to indicate that a portion of the total tax is not to be expensed.

    🗁 If there is only one line of expense, proceed to the next step. If there is more than one line of expense, repeat Steps 11 through 15 and then proceed with Step 16.

16. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.

17. Type **TNL** in the NEXT FUNCTION field and press Enter to access the *1099 Codes List (TNL)* screen.

18. Press Enter to view the 1099 codes. Scroll down to find the correct 1099 code to process the invoice line.

19. Type **R** in the NEXT FUNCTION field and press Enter to *return* to the *Invoice Worksheet 1 (IWS-IT)* screen.

20. Type **the 1099 code** over the NO in the 99 field of the invoice line.

21. Type the **sales tax value** in the second blank space of the SALES TAX/VAT field to identify the tax amount to be posted to the General Ledger for the entire invoice.

22. Type the **total invoice amount** in the GROSS AMOUNT field.

23. Type **NEXT** or **N** in the REQUEST field and press Enter to balance the document.

Procedure 9A: Applying a Debit or Credit Memo for Direct Invoices

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (IWS-1T)* screen:

1. Type **CDE** in the NEXT FUNCTION field and press Enter to access the *Control Document Entry (CDE)* screen.
2. Type **your paying entity (XXPT)** in the PAY ENTITY field.
3. Type the **control group number** in the CONTROL NUMBER field. This number corresponds to the control group number on the Control Group Header sheet.
4. Type the **control group total amount** in the CNTL AMT field. This field reflects the total of all invoices in the control group.
5. Type **your first and last initials** in the APPL AREA field.
6. Type **D** in the ENTRY METHOD field to indicate a *direct* entry.
7. Press Enter to process the control header information and to access the *Invoice Worksheet 1 (IWS-1T)* screen.
8. Type the **invoice number** in the INVOICE NUMBER field.
9. Type the **invoice date** in the DATE field. This date is used to determine the payment due date based on the payment terms code.
10. Type the **vendor short name@** in the VENDOR SHORT NM field and press Enter.

    🗁 If you access the *Vendor Setup (VSL)* screen, choose the appropriate vendor. Type **R** in the ACTIVITY field and press Enter to *return* to the *IWS-1T* screen.

11. Type **D** for *debit* memo or **C** for *credit* memo in the CM/DM field.
12. If any messages appear, read the messages and press Enter to override the messages and continue entering the invoice.
13. Type the **county code** in the COUNTY CODE field. Refer to **QRG 2: Post Offices and Incorporated Cities or Towns (GEN 562)** to determine the correct county code.
14. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.
15. Type **your company number** in the CO field.
16. Type the **account number** in the ACCOUNT field.

17. Type the **center number** in the CENTER field.

18. If no tax is prorated against this line, type **N** in the T field (part of the TFAD field) to indicate that a portion of the total tax is not to be expensed.

    🗁 If there is only one line of expense, proceed to the next step. If there is more than one line of expense, repeat Steps 14 through 17 and then proceed with Step 11.

19. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.

20. Type **TNL** in the NEXT FUNCTION field and press Enter to access the *1099 Codes List (TNL)* screen.

21. Press Enter to view the 1099 codes. Scroll down to find the correct 1099 code to process the invoice line.

22. Type **R** in the NEXT FUNCTION field and press Enter to *return* to the *Invoice Worksheet (IWS-IT)* screen.

23. Type the **1099 code** over the NO in the 99 field of the invoice line.

24. Type the **sales tax value** in the second blank space of the SALES TAX/VAT field to identify the tax amount to be posted to the General Ledger for the entire invoice.

25. Type the **total invoice amount** in the GROSS AMOUNT field.

26. Type **NEXT** or **N** in the REQUEST field and press Enter to balance the document.

Procedure 9B: Applying a Debit or Credit Memo for Matching Invoices

After accessing a blank *Invoice Matching (IMP)* screen in the appropriate control group:

1. Type the **debit/credit memo number** in the INVOICE NUMBER field.

2. Type the **debit/credit memo date** in the DATE field.

3. Type the **vendor number (or vendor shortname)** in the VENDOR NUMBER (or VENDOR SHORTNAME) field.

4. Type **D** for *debit* memo or **C** for *credit* memo in the CM/DM field and press Enter.

5. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.

6. Type the **purchase order number** in the PO NUMBER field and press Enter to process the entered information.

7. If a PO is not referenced, type **F** in the REQUEST field and press Enter to access the *PO Finder (POF)* screen. The *POF* screen lists open purchase orders by vendor within a buying entity.

8. View the listed purchase orders and choose the corresponding purchase order.

9. Type **S** in the SEL field next to the chosen invoice and press Enter to access the *Invoice Matching (IMP)* screen. The purchase order information will default from the *POF* screen.

10. Verify the vendor's information. Type **VRS** in the NEXT FUNCTION field and press Enter to access the *Remit To Vendor Setup (VRS)* screen.

11. If the information is correct, type **R** in the NEXT FUNCTION field and press Enter to *return* to the *Invoice Matching (IMP)* screen.

12. Type the **total amount of the debit/credit memo** in the GROSS AMOUNT field.

13. Type the **sales tax amount** in the SALES TAX/VAT AMOUNT field.

14. Type the **county code** in the COUNTY CODE field.

15. Press Enter to process the information and to access the *Invoice Line Audit (ILA)* screen.

After accessing the *Invoice Line Audit (ILA)* screen:

16. Verify that the correct accounting distribution is being used.

17. If the debit/credit memo reflects a quantity and dollar adjustment:

- Type the **quantity of returned goods** in the QUANTITY field.
- Type the **value of dollar adjustment** in the AMOUNT field.

If the debit/credit memo reflects a dollar adjustment only:

- Type **0** (zero) in the QUANTITY field.
- Type **the value of dollar adjustment** in the AMOUNT field.

18. Type **A** in the REQUEST field to tag a line.

🗁 Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, you must tag the line. To tag a line, type the sequence letter in the REQUEST field and press Enter. If all lines are to be paid, type **S** in the REQUEST field and press Enter.

19. Press Enter to process the information.

20. If the invoice is a 1099 transaction, type **3** in the REQUEST field and press Enter to access the *Invoice Worksheet (IWS-IT)* screen. (If the invoice is not a 1099 transaction, go to Step 25).

21. Type **TNL** in the NEXT FUNCTION field and press Enter to access the *1099 Codes List (TNL)* screen.

22. Press Enter to scroll down the possible 1099 codes until the correct code is found.

23. Type **R** in the NEXT FUNCTION field and press Enter to *return* to the *Invoice Worksheet (IWS-IT)* screen.

24. Type **the correct 1099 code** over the NO in the 99 field to categorize the payment on the 1099 form.

25. Type **N** in the REQUEST field and press Enter to complete the debit/credit memo entry. A blank *Invoice Matching (IMP)* screen will appear.

🗁 *If a debit/credit memo was not accounted for in a control group total*, the control group will not balance. Because a debit/credit memo is a negative value, the gross document amount of a control group is reduced by the value of the debit/credit memo. To balance the control group, the control amount must be correspondingly reduced. Adjust the control group total as follows:

26. Type **CGS** in the NEXT FUNCTION field and press Enter to access the *Control Group Status (CGS)* screen.

27. Type **S** in the S (SELECT) field for your control group.

28. Press Enter to process the information and to access the *Control Entry Status (CES)* screen.

29. Reduce the CONTROL AMOUNT value by the amount of the debit/credit memo.

30. Press Enter to process the change.

Procedure 10: Entering Recurring Payments

🗁 Make sure you have received a completed Control Group Header sheet.

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (IWS-1T)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.

2. Type the **invoice date** in the DATE field.

3. Type the **vendor short name@** in the VENDOR SHORT NM field and press Enter.

🗁 If you access the *Vendor Short Name Lookup (VSL)* screen, choose the appropriate vendor. Type **R** in the ACTIVITY field and press Enter to *return* to the *IWS-1T* screen.

4. If any messages appear, read the messages and press Enter to override the messages and continue entering the invoice.

5. Type the **county code** in the COUNTY CODE field. Refer to **QRG 2: Post Offices and Incorporated Cities or Towns (GEN 562)** to determine the correct county code.

6. Type **Y** in the MULTI PYMT field to indicate that recurring payments will be set up for this invoice.

7. Remove the **terms code** from the TERMS CODE field and press Enter.

8. To add a remit message to the check, access the *Remit Message List (RML)* screen by typing **RML** in the NEXT FUNCTION field and pressing Enter (Or enter the message directly on the *IWS-1T* screen and press Enter. Then skip to Step 12.).

9. Type **your paying entity (XXPT)** in the PAY ENTITY field and press Enter to review the remit message.

10. Once you have found the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press Enter to *return* to the *IWS-IT* screen.

11. Type the **three-character code** that corresponds to the message in the first REMIT MSG field.

12. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.

13. Type **your company number** in the CO field.

14. Type the **account number** in the ACCOUNT field.

15. Type the **center number** in the CENTER field.

16. If no tax is prorated against this line, type **N** in the T field (part of the TFAD field) to indicate that a portion of the total tax is not to be expensed.

    🗁 If there is only one line of expense, proceed to the next step. If there is more than one line of expense, repeat Steps 12 through 16 and then proceed with Step 17.

17. Press Enter to verify defaults.

18. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.

19. Type **TNL** in the NEXT FUNCTION field and press Enter to access the *1099 Codes List (TNL)* screen.

20. Press Enter to view the 1099 codes. Scroll down to find the correct 1099 code to process the invoice line.

21. Type **R** in the NEXT FUNCTION field and press Enter to *return* to the *Invoice Worksheet 1 (IWS-IT)* screen.

22. Type **the 1099 code** over the NO in the 99 field of the invoice line.

23. Type the **sales tax value** in the second blank space of the SALES TAX/VAT field to identify the tax amount to be posted to the General Ledger for the entire invoice.

24. Type the **total invoice amount** in the GROSS AMOUNT field.

25. Type **NEXT** or **N** in the REQUEST field and press Enter to balance the document and access the *Multiple Payments (MPY)* screen.

26. On the *MPY* screen, type the **number of payments** in the NBR OF RECURRING PYMTS field.

27. Type the **payment amount** in the RECURRING PYMT AMOUNT field.

28. Type the **due date for the first payment** in the 1st payment due date field.

    🗁 This date should correspond to the General Ledger effective date for the invoice.

29. Type one of the following codes in the FREQUENCY field to determine how often payments should be made.

W	Weekly
M	Monthly
Q	Quarterly
S	Semiannually
A	Annually

30. If the last payment should be held, type **H** in the LAST PAYMENT HOLD field. Otherwise, type **N** in the LAST PAYMENT HOLD field so that the last payment will not be held.

31. Press Enter to complete the document.

Procedure 11: Entering Variable Payments

🗁 Make sure you have received a completed Control Group Header sheet.

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (IWS-1T)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.
3. Type the **vendor short name@** in the VENDOR SHORT NM field and press Enter.

   🗁 If you access the *Vendor Setup (VSL)* screen, choose the appropriate vendor. Type **R** in the ACTIVITY field and press Enter to *return* to the *IWS-1T* screen.

4. If any messages appear, read the messages and press Enter to override the messages and continue entering the invoice.
5. Type the **county code** in the COUNTY CODE field. Refer to **QRG 2: Post Offices and Incorporated Cities or Towns (GEN 562)** to determine the correct county code.
6. Type **Y** in the MULTI PYMT field to indicate that variable payments will be set up for this invoice.
7. Remove the **terms code** from the TERMS CODE field and press Enter.
8. To add a remit message to the check, access the *Remit Message List (RML)* screen by typing **RML** in the NEXT FUNCTION field and pressing Enter. (Or enter the message directly on the *IWS-1T* screen and press Enter. Then skip to Step 12.).
9. Type **your paying entity (XXPT)** in the PAY ENTITY field and press Enter to review the remit message.
10. Once you have found the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press Enter to *return* to the *IWS-IT* screen.
11. Type the **three-character code** that corresponds to the message in the first REMIT MSG field.
12. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.
13. Type **your company number** in the CO field.
14. Type the **account number** in the ACCOUNT field.
15. Type the **center number** in the CENTER field.

16. If no tax is prorated against this line, type **N** in the T field (part of the TFAD field) to indicate that a portion of the total tax is not to be expensed.

> 🗁 If there is only one line of expense, proceed to the next step. If there is more than one line of expense, repeat Steps 12 through 16 and then proceed with Step 17.

17. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.

18. Type **TNL** in the NEXT FUNCTION field and press Enter to access the *1099 Codes List (TNL)* screen.

19. Press Enter to view the 1099 codes. Scroll down to find the correct 1099 code to process the invoice line.

20. Type **R** in the NEXT FUNCTION field and press Enter to *return* to the *Invoice Worksheet 1 (IWS-IT)* screen.

21. Type **the 1099 code** over the NO in the 99 field of the invoice line.

22. Type the **sales tax value** in the second black space of the SALES TAX/VAT field to identify the tax amount to be posted to the General Ledger for the entire invoice.

23. Type the **total invoice amount** in the GROSS AMOUNT field.

24. Type **NEXT** or **N** in the REQUEST field and press Enter to balance the document and access the *Multiple Payments (MPY)* screen.

25. On the *MPY* screen, type the **due date for the first payment** in the VARIABLE DUE DATE 1 field.

26. Type the **amount of the first payment** in the VARIABLE AMOUNT 1 field.

27. Type the **due date for the second payment** in the VARIABLE DUE DATE 2 field.

> 🗁 This due date should be after the due date for the first payment.

28. Type the **amount of the second payment** in the VARIABLE AMOUNT 2 field.

29. If there are more payments, type the **date** and **amount information** in the fields for the third and fourth payments in the remaining fields.

30. If the last payment should be held, type **H** in the LAST PAYMENT HOLD field. Otherwise, type **N** in the LAST PAYMENT HOLD field so that the last payment will not be held.

31. Press Enter to complete the document.

Procedure 12: Entering Multiple Payments

Multiple payments are a combination of recurring and variable payments.

🗁 Make sure you have received a completed Control Group Header sheet.

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Worksheet 1 (IWS-1T)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.
3. Type the **vendor short name@** in the VENDOR SHORT NM field and press Enter.

   🗁 If you access the *Vendor Setup (VSL)* screen, choose the appropriate vendor. Type **R** in the ACTIVITY field and press Enter to *return* to the *IWS-1T* screen.
4. If any messages appear, read the messages and press Enter to override the messages and continue entering the invoice.
5. Type the **county code** in the COUNTY CODE field. Refer to **QRG 2: Post Offices and Incorporated Cities or Towns (GEN 562)** to determine the correct county code.
6. Type **Y** in the MULIT PYMT field to indicate that recurring payments will be set up for this invoice.
7. Remove the **terms code** from the TERMS CODE field and press Enter.
8. To add a remit message to the check, access the *Remit Message List (RML)* screen by typing **RML** in the NEXT FUNCTION field and pressing Enter. (Or enter the message directly on the *IWS-1T* screen and press Enter. Then skip to Step 12.).
9. Type **your paying entity (XXPT)** in the PAY ENTITY field and press Enter to review the remit message.
10. Once you have found the appropriate message on the *RML* screen, type **R** in the NEXT FUNCTION field and press Enter to *return* to the *IWS-IT* screen.
11. Type the **three-character code** that corresponds to the message in the first REMIT MSG field.
12. At the 0001 line, type the **first line total amount** in the AMOUNT/PERCENT field to indicate the amount of the first line of the invoice.
13. Type **your company number** in the CO field.

14. Type the **account number** in the ACCOUNT field.

15. Type the **center number** in the CENTER field.

16. If no tax is prorated against this line, type **N** in the T field (part of the TFAD field) to indicate that a portion of the total tax is not to be expensed.

    🗁 If there is only one line of expense, proceed to the next step. If there is more than one line of expense, repeat Steps 12 through 16 and then proceed with Step 17.

17. If there is a **NO** in the 99 field, you must override the NO with the applicable 1099 code.

18. Type **TNL** in the NEXT FUNCTION field and press Enter to access the *1099 Codes List (TNL)* screen.

19. Press Enter to view the 1099 codes. Scroll down to find the correct 1099 code to process the invoice line.

20. Type **R** in the NEXT FUNCTION field and press Enter to *return* to the *Invoice Worksheet 1 (IWS-IT)* screen.

21. Type **the 1099 code** over the NO in the 99 field of the invoice line.

22. Type the **sales tax value** in the second black space of the SALES TAX/VAT field to identify the tax amount to be posted to the General Ledger for the entire invoice.

23. Type the **total invoice amount** in the GROSS AMOUNT field.

24. Type **NEXT** or **N** in the REQUEST field and press Enter to balance the document and access the *Multiple Payments (MPY)* screen.

25. On the *MPY* screen, type the **number of payments** in the NBR OF RECURRING PYMTS field.

26. Type the **payment amount** in the RECURRING PYMT AMOUNT field.

27. Type the **due date for the first payment** in the 1st payment due date field.

    🗁 This date should correspond to the General Ledger effective date for the invoice.

28. Type one of the following codes in the FREQUENCY field to determine how often payments should be made.

    W Weekly
    M Monthly
    Q Quarterly
    S Semiannually
    A Annually

29. Type the **due date for the first variable payment** in the VARIABLE DUE DATE 1 field.

    🗀 The variable payments must occur after the recurring payments.

30. Type the **amount of the first payment** in the VARIABLE AMOUNT 1 field.

31. Type the **due date for the second payment** in the VARIABLE DUE DATE 2 field.

32. This due date should be after the due date for the first payment.

33. Type the **amount of the second payment** in the VARIABLE AMOUNT 2 field.

34. If there are more payments, type the **date** and **amount information** in the fields for the third and fourth payments in the remaining fields.

35. If the last payment should be held, type **H** in the LAST PAYMENT HOLD field. Otherwise, type **N** in the LAST PAYMENT HOLD field so that the last payment will not be held.

36. Press Enter to complete the document.

Procedure 13: Establishing a Vendor Model

After accessing the Accounts Payable module:

1. Type **MWS** in the NEXT FUNCTION field and press [Enter] to access the *Model Invoice Worksheet 1 (MWS-1T)* screen.

2. Type **your paying entity** in the PAY ENTITY field.

3. Type **V** for *vendor* in the first blank of the MODEL INV NUMBER field.

4. Type the **model number** in the second blank of the MODEL INV NUMBER field. (Model numbers are determined by your agency.)

5. Type the **vendor's shortname@** (e.g., Sams@) in the SHORT NAME field or type the **vendor's number** in the VENDOR NUMBER field.

6. Press [Enter] to verify the information.

> 🗁 Depending on the purpose of the model, you may wish to enter more or less information.

7. Type **terms code** in the TERMS CODE field, if applicable.

8. Type **your company number** in the CO field.

9. Type the **account number** in the ACCOUNT field.

10. Type the **center number** in the CENTER field.

11. Type **N** or **NEXT** in the REQUEST field and press [Enter] to establish this model in the NCAS for your paying entity.

Procedure 14: Establishing a Paying Entity Model

After accessing the Accounts Payable module:

1. Type **MWS** in the NEXT FUNCTION field and press Enter to access the *Model Invoice Worksheet 1 (MWS-1T)* screen.
2. Type **your paying entity** in the PAY ENTITY field.
3. Type **P** for *paying entity* in the first blank of the MODEL INV NUMBER field.
4. Type the **model number** in the second blank of in the MODEL INV NUMBER field. (Model numbers are determined by your agency.)
5. Press Enter to verify the information.

   🗁 Depending on the purpose of the model, you may wish to enter more or less information.

6. Type the **terms code** in the TERMS CODE field, if applicable.
7. Type **your company number** in the CO field.
8. Type the **account number** in the ACCOUNT field.
9. Type the **center number** in the CENTER field.
10. Type **N** or **NEXT** in the REQUEST field and press Enter to establish this model in the NCAS for this vendor and your paying entity.

Procedure 15: Retrieving a Model

🗁 Accounts payable clerks enter invoices or employee reimbursements through the *IWS-1T* or *EWS-1T* screens. The model is referenced with the invoice or employee reimbursement header information. Before the AP module retrieves the model, all key fields in the header on the document worksheet must be completed.

After accessing the Accounts Payable module and the *IWS-1T* or *EWS-1T* screens:

1. From the invoice or employee reimbursement sheet, type the **invoice number** in the INVOICE NUMBER field or the **employee reimbursement number** in the EMP VOUCHER NBR. field.

2. Type the **document date** in the DATE field.

3. Type **V** for *vendor* or **P** for *paying entity* in the first blank of the MODEL field.

4. Type the **model number** in the second blank of the MODEL field. (Model numbers are determined by your agency).

🗁 If you are entering an invoice on the *IWS-1T* screen, type the **vendor's short name** in the VENDOR SHORT NM field or the **vendor's number** in the VENDOR NUMBER field.

🗁 On vendor models, the vendor number defaults to the VENDOR NUMBER field.

5. If you are entering an employee expense on the *EWS-1T* screen, type the **employee's short name** in the EMP SHORT NAME field or the **employee's social security number** in the EMPLOYEE NUMBER field.

6. Press Enter to retrieve the model information.

7. Continue to follow your standard procedures for document entry.

Procedure 16: Copying a Document

🗁 Accounts payable clerks copy invoices or employee reimbursements through the *IWS-1T* or *EWS-1T* screens. The invoice to be copied is referenced with the invoice or employee reimbursement header information. Before the AP module retrieves the original document, all key fields in the header on the document worksheet must be completed.

After accessing the Accounts Payable module and the *IWS-1T* or *EWS-1T* screens:

1. Type the **invoice number** in the INVOICE NUMBER field. It cannot be the same as the original document number.

🗁 On the *EWS-1T* screen, this field is called the EMP VOUCHER NBR field.

2. Type the **document date** in the DATE field. This should be the same as the original.

3. Type **C** for *copy document* in the first blank of the MODEL field.

4. Type the **invoice number from the original document** in the second blank of the MODEL field.

5. Type the **vendor number** in the VENDOR NUMBER field and press Enter. The lines from the first invoice should be copied into the new document.

🗁 On the *EWS-1T* screen, this field is called the EMPLOYEE NUMBER field.

Procedure 17: Changing a Model

After accessing the Accounts Payable module:

1. Type **MWS** in the NEXT FUNCTION field and press Enter to access the *Model Invoice Worksheet 1 (MWS-1T)* screen.
2. Type **your paying entity** in the PAY ENTITY field.
3. Type **V** for *vendor* or **P** for *paying entity* in the first blank of the MODEL INV NUMBER field.
4. Type the **model's name that needs to be changed** in the second blank of in the MODEL INV NUMBER field.
5. Press Enter to retrieve the model information.
6. Type **any additional information** in the appropriate fields or type over the incorrect data and press Enter.
7. Type **N** or **NEXT** in the REQUEST field and press Enter to save the changes made to the model.

Procedure 18: Deleting a Model

After accessing the Accounts Payable module:

1. Type **MWS** in the NEXT FUNCTION field and press Enter to access the *Model Invoice Worksheet 1 (MWS-1T)* screen.
2. Type **your paying entity** in the PAY ENTITY field.
3. Type **V** for *vendor* or **P** for *paying entity* in the first blank of the MODEL INV NUMBER field.
4. Type the **model's name that needs to be deleted** in the second blank of the MODEL INV NUMBER field.
5. Press Enter to retrieve the model information.
6. Type **REJECT** in the REQUEST field and press Enter to delete the model from the system.

Procedure 19: Entering Invoice Header Information for Matching Invoices

After completing the *Control Document Entry (CDE)* screen and accessing the *Invoice Matching (IMP)* screen:

1. Type the **invoice number** in the INVOICE NUMBER field.

2. Type the **invoice date** in the DATE field.

3. Type **part of a vendor name@** in the VENDOR SHORT NAME field. (If you know the vendor number, type the **vendor and group number** in the VENDOR NUMBER field and press Enter to return the vendor number and address to the *IMP* screen. Then, skip to step 8).

4. Press Enter to return the vendor number and address to the *IMP* screen.

   - If the short name is unique to a vendor the vendor name and address will be returned to the *IMP* screen. In this case, skip to Step 8.

   - If the short name is not unique to a vendor name and address, the *Vendor Short Name List (VSL)* screen appears with a list of all the vendors that match the specified short name.

5. Type **B** in the ADDRESS TYPE field to display *both* the order-from and the remit-to address.

6. Press Enter to scroll through the list until you find the required vendor.

7. Type **R** in the ACTIVITY field for the required vendor and press Enter to *return* the vendor number and address to the *IMP* screen.

8. To verify that the correct vendor name and address have been returned to the *IMP* screen, type **VRS** in the NEXT FUNCTION field and press Enter to access the *Remit to Vendor Setup (VRS)* screen. The *VRS* screen displays detailed information about the vendor.

9. Type **R** in the NEXT FUNCTION field and press Enter to *return* to the *Invoice Matching (IMP)* screen.

10. Type the **buying entity (XXBG)** in the PO BUY ENTITY field.

11. Type the **purchase order number** in the PO NUMBER field and press Enter to process the entered information.

12. If a PO is not referenced, type **F** in the REQUEST field and press Enter to access the *PO Finder (POF)* screen. The *POF* screen lists open purchase orders by vendor within a buying entity.

13. View the listed purchase orders and choose the corresponding purchase order.

14. Type **S** in the SEL field next to the required PO and press Enter to access the *Invoice Matching (IMP)* screen. The purchase order information will default from the *POF* screen.

15. Verify that the payment terms that defaulted into the TERMS CODE field are correct. Change the terms code to match the terms indicated on the invoice, if necessary.

16. Type the **total amount of the invoice** in the GROSS AMOUNT field.

17. Type the **sales tax amount** in the SALES TAX/VAT AMOUNT field.

18. Type the **county code** in the COUNTY CODE field.

19. Press Enter to process the information and to access the *Invoice Line Audit (ILA)* screen.

Procedure 20: Entering Invoice Line Information for Matching Invoices

After accessing the *Invoice Line Audit (ILA)* screen:

1. Verify that the correct accounting distribution is being used.

2. Compare the value in the UOP field to the unit of measure used on the invoice (UOI).

🗁 If the UOP and the UOI are the same, skip to Step 4.

🗁 If the UOP and the UOI are not the same, convert the UOP to the UOI, using *either* Step 3a *or* Step 3b.

3. Type the **Unit of Invoice (UOI)** in the UOP field if:

- the UOI is defined on the *Units of Measure List (UML)* screen *and*
- the system-calculated conversion factor equals the true numerical relationship between the UOP and the UOI.

OR

Type the **manually calculated conversion factor** in the CONV FACTOR field if *either* of the two conditions in Step 3a are not satisfied.

4. Compare the PO line quantity in the QUANTITY field to the invoice quantity.

- If they are the same, skip to Step 5.
- If the values are not the same, type the **invoice quantity** in the QUANTITY field.
- If the invoice quantity is a fraction, convert the UOI to a unit of measure that permits the quantity to be a whole number. Use any option in Step 3 that applies to change the UOI.

5. Compare the PO line amount in the AMOUNT field to the invoice amount. If the values are the same, skip to Step 6.

🗁 If the values are not the same, type the **invoice amount** in the AMOUNT field.

6. Type **A** in the REQUEST field to tag a line.

🗁 Each sequence letter (A, B, C) corresponds to a specific line on the purchase order. To indicate each line that is to be paid, you must tag the line. To tag a line, type the sequence letter in the REQUEST field and press Enter. If all lines are to be paid, type **S** in the REQUEST field and press Enter.

7. Press Enter to process the information.

8. If the invoice is a 1099 transaction, type **3** in the REQUEST field and press Enter to access the *Invoice Worksheet (IWS-IT)* screen. (If the invoice is not a 1099 transaction, go to Step 13.)

9. Type **TNL** in the NEXT FUNCTION field and press Enter to access the *1099 Codes List (TNL)* screen.

10. Press Enter to scroll down the possible 1099 codes until the correct code is found.

11. Type **R** in the NEXT FUNCTION field and press Enter to *return* to the *Invoice Worksheet (IWS-IT)* screen.

12. Type the **correct 1099 code** over the NO in the 99 field to categorize the payment on the 1099 form.

13. Type **N or NEXT** in the REQUEST field and press Enter to complete the invoice entry. A blank *Invoice Matching (IMP)* screen will appear.

Procedure 21: Purchasing Inquiries

🗁 Each inquiry screen is displayed in succession when Enter is pressed. The series of inquiry screens can be selected for one purchase order line at a time.

From the *Invoice Line Audit (ILA)* screen:

1. Type **P** in the S (SELECT) field and press Enter to access the *Purchase Order Line Inquiry (PLI)* screen. This screen displays a list of purchase order lines based on the search criteria entered.
2. Type a **buying entity** in the BUYING ENTITY field.
3. Type a **purchase order number** in the PO NO. field and press Enter to retrieve the information.
4. Type **X**'s in the INQUIRY SELECTIONS fields (*PLG*, *PLO*, *PLC*, *PLR*, *PLF*, *PCI*, and *PMI*) next to the purchase order line to be reviewed.
5. Press Enter to view the *PO Line General Information (PLG)* screen. This screen displays general information for a purchase order line.
6. Press Enter to access the *PO Line Ordered Item Information (PLO)* screen. This screen provides detailed information about the item ordered on the purchase order.
7. Press Enter to access the *PO Line Receipt/Invoice Control (PLC)* screen. This screen shows the invoice control established for the purchase order.
8. Press Enter to access the *PO Line Receipt/Invoice Information (PLR)* screen. This screen offers a comparison of quantity ordered and the quantity on the invoice.
9. Press Enter to access the *PO Line Financial Information (PLF)* screen. This screen shows the basic financial data about the purchase order lines.
10. Press Enter to access the *PO Comment Inquiry (PCI)* screen. This screen displays the comments written for the purchase order header, blanket release and PO lines.
11. Press Enter to access the *PO Invoice Matching Information (PMI)* screen. This screen displays the permit-to-pay amounts calculated for AP versus the amount actually invoiced.
12. Type **BACK** in the NEXT FUNCTION field and press Enter to return to the *Invoice Line Audit (ILA)* screen.

Procedure 22: Responding to an Invoice Header Exception

After accessing the *Invoice Matching (IMP)* screen:

1. Type **the invoice header information** on the *IMP* screen. (Refer to **Procedure 19: Entering Invoice Header Information for Matching Invoices**).

2. Press [Enter] to process the invoice header information and to access the *Invoice Line Audit (ILA)* screen.

3. The system will display one of the following exception messages:

220: EXCEPTION - VENDOR ENTERED DOES NOT MATCH VENDOR ON THE PO

222: TAX/VAT IS NOT AUTHORIZED FOR THIS PO

224: FREIGHT IS NOT AUTHORIZED FOR THIS PO

226: ADDITIONAL COST IS NOT AUTHORIZED FOR THIS PO

4. Review the information you have entered. Change any mistakes.

5. If you have entered all the information correctly, type **CONT** in the REQUEST field to *continue* processing the invoice.

6. Press [Enter] again to access the *Invoice Line Audit (ILA)* screen.

7. Identify and tag the appropriate PO line for the amount on the invoice. (Refer to **Procedure 20: Entering Invoice Line Information for Matching Invoices**).

8. Type **N** or **NEXT** in the REQUEST field to balance the invoice and access a blank *IMP* screen.

9. The system will display the error message from Step 3 again.

10. Type **C** in the EXCEPTION CMNTS field and press [Enter] to pass the exception to the buyer and access the *Invoice Exception Comments (IEC)* screen.

> 🗀 If you do not wish to add comments to the invoice, type **PASS** in the REQUEST field and press [Enter] to *pass* the invoice to the buyer for resolution of the exception. Skip to step 15.

11. On the *IEC* screen, type a **number between 01 and 50** in the CMT # field.

12. Type **your comments** in the COMMENTS field.

13. Repeat steps 11 and 12 until you have finished entering all your comments.

14. Type **R** in the REQUEST field and press Enter to *return* to a blank *IMP* screen.

The system places the invoice you passed into the buyer's *Invoice Work Queue (IWQ)*. The *IWQ* screen lists all the invoices that have been passed to a particular buyer for review. From this screen, a buyer can review invoice details, resolve any errors and release the invoice for the AP clerk to finish processing it.

The system also places a copy of the invoice in your *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review*) status. You can type **IRQ** in the NEXT FUNCTION field and press Enter to access the *IRQ* screen and see all the invoices you have passed.

15. Wait for the buyer's instructions regarding further processing of the invoice.

Procedure 23: Responding to an Invoice Line Exception

After accessing the *Invoice Line Audit (ILA)* screen:

1. Identify and tag the appropriate PO line for the amount of the invoice. (Refer to **Procedure 20: Entering Invoice Line Information for Matching Invoices**).

2. Type **N** or **NEXT** in the REQUEST field to balance the invoice and to access the blank *IMP* screen.

3. The system displays one of the following error messages:

222 - TAX/VAT IS NOT AUTHORIZED FOR THIS PO

224 - FREIGHT IS NOT AUTHORIZED FOR THIS PO

226 - ADDITIONAL COST IS NOT AUTHORIZED FOR THIS PO

391 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED

392 - INVOICE UNIT PRICE GREATER THAN PO UNIT-PRICE + TOLERANCE

660 - INVOICE UNIT PRICE IS LESS THAN PO UNIT PRICE - TOLERANCE

685 - PTP AMOUNT + EXTENDED VALUE TOLERANCE FOR THIS PO LINE HAS BEEN EXCEEDED

4. If you don't need further information about the PO line, go to Step 12. If you need to inquire on this PO line, deselect the tagged PO line.

5. Type **P** in the S field to select the *PO Line Information (PLI)* screen.

6. Press Enter to process the information and to access the *PLI* screen.

After accessing the *PO Line Information (PLI)* screen:

7. Press Enter to process the information that has defaulted to the *PLI* screen and to see a list of PO lines for this PO.

8. Type **S** in the:

- PLG field to select the PO Line General Information (PLG) screen.
- PLO field to select the PO Line Ordered Item Information (PLO) screen.
- PLC field to select the PO Line Receipt/Invoice Controls (PLC) screen.

- PLR field to select the PO Line Receipt/Invoice Information (PLR) screen.
- PLF field to select the PO Line Financial Information (PLF) screen.
- PCI field to select the PO Comment Inquiry (PCI) screen
- PMI field to select the PO Invoice Matching Information (PMI) screen.

(Refer to **QRG 11: Accounts Payable Matching Screens** and **QRG 12: Related Purchasing Inquiry Screens** for more information about these screens.)

9. Press Enter to process the information. Keep pressing Enter to scroll through the selected screen(s).

10. Type **BACK** in the NEXT FUNCTION field to return to the *ILA* screen.

11. Retag the appropriate PO line on the *ILA* screen.

12. Type **C** in the EXCEPTION CMNTS field and press Enter to pass the exception to the buyer and access the *Invoice Exception Comments (IEC)* screen.

🗀 If you do not wish to add comments to the invoice, type **PASS** in the REQUEST field and press Enter to pass the invoice to the buyer for resolution of the exception. Skip to step 17.

13. On the *IEC* screen, type **a number between 01 and 50** in the CMT # field.

14. Type **your comments** in the COMMENTS field.

15. Repeat steps 13 and 14 until you have finished entering your comments.

16. Type **R** in the REQUEST field and press Enter to *return* to a blank *IMP* screen.

The system places the invoice you passed in the buyer's *Invoice Work Queue (IWQ)*. The system also places a copy of the invoice in your *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review)* status. You can type **IRQ** in the NEXT FUNCTION field and press Enter to access the *IRQ* screen and see all the invoices you have passed.

17. Wait for the buyer's instructions regarding further processing of the invoice.

Procedure 24A: Applying the Buyer's Instructions to Invoice Header and Line Exceptions: Pay As Is or Pay with Debit/Credit Memo

1. Type **IRQ** in the NEXT FUNCTION field and press Enter to access your *Invoice Reapplication Work Queue (IRQ)* screen.

The invoice will be listed on your *IRQ* screen with status **A** which means that the invoice is *available for accounts payable processing*.

2. Type **V** in the S (SELECT) field and press Enter to access the *View Exception Comments (VEC)* screen.

🗁 The *VEC* screen shows any comments entered by Accounts Payable as well as the buyer's instructions for processing the invoice. The buyer's instructions are also printed on the *AP Action Report* the day after the buyer enters them in the NCAS.

3. Type **BACK** in the REQUEST field and press Enter to *return* to the *IRQ* screen.

4. Type **P** in the S (SELECT) field and press Enter to pay the invoice as is.

🗁 If you receive the following message: **"90B - PTP + EXTENDED PO LINE EXCEEDED, 'F' PAY AS IS OR 'S' REAPPLY"**, type **F** in the S (SELECT) field and press Enter to *force pay* the invoice.

5. Issue a debit or apply a credit memo, if necessary. (Refer to **Procedure 9A or 9B: Applying a Debit/Credit Memo**).

6. Type **IRQ** in the NEXT FUNCTION field and press Enter to access the *IRQ* screen. Note that the invoice is no longer listed on your *IRQ* screen.

Procedure 24B: Applying the Buyer's Instructions to Invoice Header and Line Exceptions: Additional Processing

1. Type **IRQ** in the NEXT FUNCTION field and press Enter to access your *Invoice Reapplication Work Queue (IRQ)* screen.

The invoice will be listed on your *IRQ* screen with status A which means that the invoice is *available for accounts payable processing*.

2. Type **V** in the S (SELECT) field and press Enter to access the *View Exception Comments (VEC)* screen.

🗀 The *VEC* screen shows any comments entered by Accounts Payable as well as the buyer's instructions for processing the invoice. The buyer's instructions are also printed on the *AP Action Report* the day after the buyer enters them in the NCAS.

3. Type **BACK** in the REQUEST field and press Enter to *return* to the *IRQ* screen.

4. Type **S** in the S (SELECT) field to make changes to the invoice information you had already entered.

5. Press Enter to process the information and to access the *ILA* screen with the invoice information.

After accessing the *Invoice Line Audit (ILA)* screen:

6. To make changes to the invoice header information, type **CONT** in the REQUEST field to return to the *IMP* screen for this invoice. Otherwise skip to Step 11.

7. Press Enter to process the information and to access the *IMP* screen with the invoice information.

8. Make the buyer's changes to the invoice header information.

9. Press Enter to process the information and to access the *ILA* screen. Note that an invoice header exception does not occur.

10. Make the buyer's requested changes to invoice line information.

11. Tag the appropriate PO line for the invoice, if it is not already tagged. (Refer to **Procedure 20: Entering Invoice Line Information for Matching Invoices**).

12. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the invoice and to access a blank *IMP* screen.

Note that an exception message does not occur. The error has been resolved and the system has accepted the invoice for payment.

13. Type **IRQ** in the NEXT FUNCTION field and press Enter to access the *IRQ* screen. Note that the invoice is no longer listed on your *IRQ* screen.

Procedure 24C: Applying the Buyer's Instructions to Invoice Header and Line Exceptions: Passing the Invoice Back for Further Instructions

1. Type **IRQ** in the NEXT FUNCTION field and press Enter to access the *Invoice Reapplication Work Queue (IRQ)* screen.

🗁 The invoice will be listed on your *IRQ* screen with status **A** which means that the invoice is *available for accounts payable processing*.

2. Type **V** in the S (SELECT) field and press Enter to access the *View Exception Comments (VEC)* screen.

🗁 The *VEC* screen shows any comments entered by Accounts Payable as well as the buyer's instructions for processing the invoice. The buyer's instructions are also printed on the *AP Action Report* the day after the buyer enters them into the NCAS.

3. Type **BACK** in the REQUEST field and press Enter to *return* to the *IRQ* screen.

4. Type **C** in the S (SELECT) field and press Enter to access the *Invoice Exception Comments (IEC)* screen for this invoice.

🗁 The *IEC* screen will show the following message: **"E13 - INVOICE HAS BEEN PASSED. ENTER EXCEPTION COMMENTS."**

5. On the *IEC* screen, type **a number between 01 and 50** in the CMT # field.

6. Type **your comments** in the COMMENTS field.

7. Repeat steps 5 and 6 until you have finished entering your comments.

🗁 You may want to include a date on these comments to indicate to the buyer that these are new comments.

8. Press Enter to process the information.

🗁 The system places the invoice you passed in the buyer's *Invoice Work Queue (IWQ)*. The system also places a copy of the invoice in your *Invoice Reapplication Work Queue (IRQ)* with a **B** (*pending buyer review)* status. You can type **IRQ** in the NEXT FUNCTION field and press Enter to access the *IRQ* screen and see all the invoices you have passed.

Procedure 25: Processing a Signature Basis Invoice

After accessing a blank a *Invoice Matching (IMP)* screen in your control group:

1. Enter **the invoice header information** on the *IMP* screen. (Refer to **Procedure 19: Entering Invoice Header Information for Matching Invoices**)
2. Press Enter to process the information and to access the *Invoice Line Audit (ILA)* screen.
3. Identify and tag the appropriate PO line for the amount of the invoice. (Refer to **Procedure 20: Entering Invoice Line Information for Matching Invoices**).
4. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the invoice.

   The system displays the message: **445 - INVOICE HAS NOT BEEN PROCESSED BECAUSE OF SIGNATURE PAYMENT BASIS**.
5. Type **PASS** in the REQUEST field and press Enter to *pass* the invoice to your *Invoice Reapplication Queue (IRQ).*
6. Wait until you receive the *Matching Invoice Verification Report* or a signed invoice indicating that you have the required signature approval to pay this invoice.

   Along with signature approval, the requester may provide instructions on how to pay the invoice.
7. Type **IRQ** in the NEXT FUNCTION field and press Enter to access your *Invoice Reapplication Work Queue (IRQ)* screen.
8. Process this invoice as per the requester's instructions. Follow either **Procedure 24A, 24B, or 24C** to finish processing this invoice.

   The invoice disappears from the *IRQ* screen. The system has accepted the invoice for payment.

Procedure 26: Entering an Employee Travel Advance

🗁 Make sure you have a completed Employee Advance Request sheet.

After accessing the Accounts Payable module:

1. Type **EAR** in the NEXT FUNCTION field and press Enter to access the *Employee Advance Request (EAR)* screen.
2. Type **your employee paying entity (XXPE)** in the PAY ENTITY field.
3. Type the **employee's short name@** (e.g., martinj@) in the EMPLOYEE SHORT NAME field.
4. Type **ADV and the date of the advance beginning** (e.g., ADV090102) in the ADVANCE VOUCHER NBR field.
5. Type the **date the employee submitted the request** in the VOUCHER DATE field.
6. Type **P** (permanent) in the ADVANCE TYPE field.
7. Type the **date the advance should be issued** to the employee in the ADVANCE ISSUE DATE field.

   🗁 If the employee does not need the advance immediately, enter a date that corresponds to your agency's policies before the business expense occurs.
8. Type the **total amount of the advance** to be issued in the ADVANCE AMOUNT field. For a temporary advance, this is the amount used to offset expenses from the employee.
9. Type a **valid accounting distribution** (company, account, center) in the CO/ACCT/CTR field.
10. Press Enter to validate the entries and access a blank *Employee Advance Request (EAR)* screen.

Procedure 27: Designating a Non-Trade 1099 Vendor

After accessing the Accounts Payable module:

1. Type **TNL** in the NEXT FUNCTION field and press Enter to access the *1099 Codes List (TNL)* screen.

2. Press Enter to view the 1099 codes. Scroll down the list until you find the correct 1099 code for the vendor. (For example, M7 identifies the vendor as a miscellaneous non-employee compensation vendor.)

3. Type **VPN** in the NEXT FUNCTION field and press Enter to access the *Vendor Payable Information (VPN)* screen.

4. Type the **non-trade paying entity** (XXPT) in the PAY ENTITY field.

5. Type the **vendor's short name@** in the SHORT NAME field.

6. Type the **vendor's social security number** or **federal ID number** in the TAX ID NUMBER field.

7. Type the **valid 1099 code** in the 1099 CODE field. You could also type **NO** in this field.

🗁 Typing **NO** in the 1099 CODE field will alert the AP clerk of possible 1099 transactions. It will then be the clerk's responsibility to determine the appropriate 1099 code for each transactions.

8. Press Enter to process the information.

Procedure 28: Setting Up a Non-trade Vendor for Withholding

This procedure outlines the steps for setting up the vendor for backup withholding. However, a 1099 code is still required on all invoice lines subject to backup withholding.

1. Type **VPN** in the NEXT FUNCTION field and press Enter to access the *Vendor Payable Information (VPN)* screen.

2. Type **XXPN** in the PAY ENTITY field.

3. Type the **vendor's federal ID number** or the **social security number** in the VENDOR NO. field.

4. Type **C** in the REQUEST field and press Enter to indicate that you are changing information about the vendor.

5. Type **yesterday's date** in the in the TAX ID EXPIRATION DATE field.

6. Type the **appropriate percentage** in the 1099 WITHHOLDING RATE field.

🗁 To withhold federal taxes only, type **31.00**. To withhold state taxes only, type **4.00**. To withhold both state and federal, type **35.00**.

7. Press Enter to complete entry and process the changes.

8. Type **VDD** in the NEXT FUNCTION field and press Enter to access the *Vendor Default Distribution (VDD)* screen.

9. Type **A** in the REQUEST field and press Enter to indicate that you are adding information.

10. Type the **appropriate withholding indicator** in the 1099 WITHHOLD field and press Enter to complete the entry.

🗁 If you are withholding federal taxes only, type **950** in the 1099 WITHHOLD field. If you are withholding state taxes only, type **951** in the 1099 WITHHOLD field. If you are withholding both state and federal taxes, type **952** in the 1099 WITHHOLD field. This indicator controls the accounts to which the withheld amount is posted.

Procedure 29A: Correcting Withholding for Non-1099 Transactions

Use this procedure when the invoice should not have been 1099 reportable and the payment was erroneously withheld.

1. If the vendor is a non-trade vendor, type **VPN** in the NEXT FUNCTION field and press Enter to access the *Vendor Payable Information (VPN)* screen.

2. Verify that the TAX ID EXPIRATION DATE field has an expired date.

3. Verify that the 1099 WITHHOLDING RATE field contains the appropriate withholding percentage.

4. Type **VDD** in the NEXT FUNCTION field and press Enter to access the *Vendor Default Distribution (VDD)* screen.

5. Verify that the 1099 WITHHOLD field contains the appropriate indicator.

   🗁 Refer to **Procedure 29: Setting Up a Non-trade Vendor for Withholding** to set up the TAX ID EXPIRATION DATE and 1099 WITHHOLDING RATE fields, if necessary. If the vendor is a trade vendor, contact the NCAS Support Services at 875-HELP to verify the information.

6. Type **CDE** in the NEXT FUNCTION field and press Enter to access the *Control Document Entry (CDE)* screen.

7. Type **your paying entity** (**XXPT** or **XXPN**) in the PAY ENTITY field.

8. Type the **control group number** in the CONTROL NUMBER field.

9. Type **.00** in the CNTL AMT field. Since the invoice is a zero-dollar invoice, the control group total will be zero.

10. Type **your first and last initials** in the APPL AREA field.

11. Type **D** in the ENTRY METHOD field to indicate this is a direct invoice.

12. Type **your bank account payment code** in the BANK ACCT PYMT IND field and press Enter to access the *Invoice Worksheet 1 (IWS-1T)* screen.

    🗁 Do *not* type **ZRO** in the BANK ACCT PYMT IND field.

13. Type the invoice information on the *IWS-1T* screen. Use the same vendor as the original invoice.

14. Type **NET** in the TERMS CODE field.

15. On line 0001, type the **positive dollar amount** in the AMOUNT/PERCENT field.

16. Type the **company number** in the CO field.

17. Type the **account number** in the ACCOUNT field.

18. Type the **center number** in the CENTER field.

> 🗁 Use the same accounting distribution as the original invoice. Do *not* type a 1099 code for this line.

19. On line 0002, type the **negative dollar amount** in the AMOUNT/PERCENT field.

20. Type the **company number** in the CO field.

21. Type the **account number** in the ACCOUNT field.

22. Type the **center number** in the CENTER field.

> 🗁 Use the same accounting distribution as the first line.

23. Type the **1099 code** in the 99 field. Use the same 1099 code that appeared on the original invoice.

24. Type **R** in the REQUEST field and press Enter to access the *Invoice Worksheet 2 (IWS-2T)* screen. Verify that the BANK PYMT field contains your BAP code (not ZRO).

25. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the invoice.

26. Fax the ZERO DOLLAR PAYMENT AUTHORIZATION FORM to NCAS Support Services. They will then temporarily change policy to allow zero dollar checks to print.

> 🗁 For a copy of this form, refer to **QRG 13: Zero Dollar Payment Authorization Form**.

Procedure 29B: Correcting Withholding for 1099 Transactions

Use this procedure when the invoice should still be 1099 reportable and the payment was erroneously withheld.

1. If the vendor is a non-trade vendor, type **VPN** in the NEXT FUNCTION field and press Enter to access the *Vendor Payable Information (VPN)* screen.

2. Verify that the TAX ID EXPIRATION DATE field has an expired date.

3. Verify that the 1099 WITHHOLDING RATE field contains the appropriate withholding percentage.

4. Type **VDD** in the NEXT FUNCTION field and press Enter to access the *Vendor Default Distribution (VDD)* screen.

5. Verify that the 1099 WITHHOLD field contains the appropriate indicator.

🗁 Refer to **Procedure 29: Setting Up a Non-trade Vendor for Withholding** to set up the TAX ID EXPIRATION DATE and 1099 WITHHOLDING RATE fields, if necessary. If the vendor is a trade vendor, contact the NCAS Support Services at 875-HELP to verify the information.

6. Type **CDE** in the NEXT FUNCTION field and press Enter to access the *Control Document Entry (CDE)* screen.

7. Type **your paying entity** (**XXPT** or **XXPN**) in the PAY ENTITY field.

8. Type the **control group number** in the CONTROL NUMBER field.

9. Type **.00** in the CNTL AMT field. Since the invoice is a zero-dollar invoice, the control group total will be zero.

10. Type **your first and last initials** in the APPL AREA field.

11. Type **D** in the ENTRY METHOD field to indicate this is a direct invoice.

12. Type **your bank account payment code** in the BANK ACCT PYMT IND field and press Enter to access the *Invoice Worksheet 1 (IWS-1T)* screen.

🗁 Do *not* type ZRO in the BANK ACCT PYMT IND field.

13. Type the invoice information on the *IWS-1T* screen. Use the same vendor as the original invoice.

14. Type **NET** in the TERMS CODE field.

15. On line 0001, type the **positive dollar amount** in the AMOUNT/PERCENT field.

16. Type the **company number** in the CO field.

17. Type the **account number** in the ACCOUNT field.

18. Type the **center number** in the CENTER field.

    🗀 Use the same accounting distribution as the original invoice. Do *not* type a 1099 code for this line.

19. On line 0002, type the **negative dollar amount** in the AMOUNT/PERCENT field.

20. Type the **company number** in the CO field.

21. Type the **account number** in the ACCOUNT field.

22. Type the **center number** in the CENTER field.

    🗀 Use the same accounting distribution as the first line.

23. Type **ST** in the 99 field.

24. Type **R** in the REQUEST field and press Enter to access the *Invoice Worksheet 2 (IWS-2T)* screen. Verify that the BANK PYMT field contains your BAP code (not ZRO).

25. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the invoice.

26. Fax the ZERO DOLLAR PAYMENT AUTHORIZATION FORM to NCAS Support Services. They will then temporarily change policy to allow zero dollar checks to print.

    🗀 For a copy of this form, refer to **QRG 13: Zero Dollar Payment Authorization Form**.

27. After the check has been produced, access the *Invoice Maintenance 1 (IMW-1T)* screen and delete the **ST** in the 1099 field from the zero dollar invoice.

Procedure 30: Factoring Vendor Payments

Note: The vendor file for the factor vendor must have an **F *(factor)*** status in order to be able to successfully factor vendor payments. Contact the OSC Help Desk if you need help with setting up a vendor as a factor.

After accessing the *Invoice Worksheet 1 (IWS-1T)*:

1. Type the **invoice number** in the INVOICE NUMBER field.
2. Type the **invoice date** in the DATE field.
3. Type the **vendor's number** in the first blank of the VENDOR NUMBER field.
4. Type the **vendor's group number** in the second blank of the VENDOR NUMBER field and press Enter to retrieve the vendor information.
5. At the proper line, type the **amount or percent owed** in the AMOUNT/PERCENT field.
6. Type **your company number (XX01)** in the CO field.
7. Type the **account number** in the ACCOUNT field.
8. Type the **center number** in the CENTER field.
9. Type the **description of the invoice** in the DESCRIPTION field.
10. Type the **gross amount of the invoice** in the GROSS AMOUNT field. Delete the zeros at the end of the field.
11. Press Enter to process the information.
12. Type **R** in the REQUEST field and press Enter to access the *Invoice Worksheet 2 (IWS-2T)* screen.
13. Type the **factor's vendor number** in the FACTOR NUMBER field and press Enter to process the information.

    If the vendor's factor file does not have a factor status, the following error message appears: **162 - VENDOR ENTERED IS NOT A FACTOR**.

14. Type **N** in the REQUEST field to balance the document and press Enter to access a blank *Invoice Worksheet 1 (IWS-1T)* screen.

Procedure 31A: Entering a Refund of a Current Year Expenditure

Use this procedure when the refund occurred during the current year and requires an adjustment to the original distribution account.

1. Complete the *Control Document Entry (CDE)* screen following standard NCAS procedures for a zero dollar invoice.

   🗁 Use **ZRO** in the bank ACCT PYMT IND field.

2. On the *Invoice Worksheet 1 (IWS-1T)* screen, type the **invoice number** in the INVOICE NUMBER field.
3. Type the **invoice date** in the DATE field.
4. Type the **vendor number** in the first blank of the VENDOR NUMBER field.

   🗁 Use the same vendor as the original invoice.

5. Type the **group code** in the second blank of the VENDOR NUMBER field.
6. On line 0001, type the **amount of the refund** in the AMOUNT/PERCENT field.

   🗁 Be sure to type the amount as a negative number. This will post a credit to the original account.

7. Type the **company used on the original invoice** in the CO field.
8. Type the **account used on the original invoice** in the ACCOUNT field.
9. Type the **center used on the original invoice** in the CENTER field.
10. On line 0002, type the **amount of the refund** in the AMOUNT/PERCENT field.

    🗁 Be sure to type the amount as a positive number. This will debit the Vendor Refund Clearing Account.

11. Type the **company** in the CO field.
12. Type **535680** in the ACCOUNT field. Account 535680 is the Vendor Refund Clearing Account.
13. Type the **center** in the CENTER field.
14. Type **.00** in the GROSS AMOUNT field.
15. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the document.

Procedure 31B: Entering a Refund of a Prior Year Expenditure

Before recording a refund of a prior year expenditure, you must ensure that a reimbursement account (5383AA) has been established within the NCAS to handle prior year reimbursement.

1. Complete the *Control Document Entry (CDE)* screen following standard NCAS procedures for a zero dollar invoice.

🗁 Use **ZRO** in the BANK ACCT PYMT IND field.

2. On the *Invoice Worksheet 1 (IWS-1T)* screen, type the **invoice number** in the INVOICE NUMBER field.

3. Type the **invoice date** in the DATE field.

4. Type the **vendor number** in the first blank on the VENDOR NUMBER field.

🗁 Use the same vendor as the original invoice.

5. Type the **group code** in the second blank of the VENDOR NUMBER field.

6. On line 0001, type the **amount of the refund** in the AMOUNT/PERCENT field.

🗁 Be sure to type the amount as a negative number. This will post a credit to the prior year reimbursement account.

7. Type the **company** in the CO field.

8. Type the **prior year reimbursement account** (5383AA) in the ACCOUNT field.

9. Type the **center** in the CENTER field.

10. On line 0002, type the **amount of the refund** in the AMOUNT/PERCENT field.

🗁 Be sure to type the amount as a positive. This will debit the Vendor Refund Clearing Account.

11. Type the **company** in the CO field.

12. Type **535680** in the ACCOUNT field. Account 535680 is the Vendor Refund Clearing Account.

13. Type the **center** in the CENTER field.

14. Type **.00** in the GROSS AMOUNT field.

15. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the document.

Procedure 31C: Entering an Accrued Refund of a Prior Year Expenditure

Before recording a refund of a prior year expenditure, you must ensure that a reimbursement account (5383AA) has been established within the NCAS to handle prior year reimbursements.

1. Complete the *Control Document Entry (CDE)* screen following standard NCAS procedures for a zero dollar invoice.

🗁 Use **ZRO** in the BANK ACCT PYMT IND field.

2. On the *Invoice Worksheet 1 (IWS-1T)* screen, type the **invoice number** in the INVOICE NUMBER field.

3. Type the **invoice date** in the DATE field.

4. Type the **vendor number** in the first blank of the VENDOR NUMBER field.

🗁 Use the same vendor as the original invoice.

5. Type the **group code** in the second blank of the VENDOR NUMBER field.

6. On line 0001, type the **amount of the refund** in the AMOUNT/PERCENT field.

🗁 Be sure to type the amount as a negative number. This will post a credit to the prior year reimbursement account.

7. Type **ARC** in the EXP field to indicate that this is an accrual.

8. Type the **company** in the CO field.

9. Type the **prior year reimbursement account** (5383AA) in the ACCOUNT field.

10. Type the **center** in the CENTER field.

11. On line 0002, type the **amount of the refund** in the AMOUNT/PERCENT field.

🗁 Be sure to type the amount as a positive number. This will debit the Vendor Refund Clearing Account.

12. Type the **company** in the CO field.

13. Type **535680** in the ACCOUNT field. Account 535680 is the Vendor Refund Clearing Account.

14. Type the **center** in the CENTER field.

15. Type **.00** in the GROSS AMOUNT field.

16. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the document.

Procedure 31D: Entering a Combination Refund of Expenditure

In some circumstances, an agency may receive a refund that needs to be split between the current year and the previous year. Before recording a combination refund, you must ensure that a reimbursement account (5383AA) has been established with the NCAS to the prior year portion of the refund.

1. Complete the *Control Document Entry (CDE)* screen following standard NCAS procedures for a zero dollar invoice.

🗁 Use **ZRO** in the BANK ACCT PYMT IND field.

2. On the *Invoice Worksheet 1 (IWS-1T)* screen, type the **invoice number** in the INVOICE NUMBER field.

3. Type the **invoice date** in the DATE field.

4. Type the **vendor number** in the first blank of the VENDOR NUMBER field.

🗁 Use the same vendor as the original invoice.

5. Type the **group code** in the second blank of the VENDOR NUMBER field.

6. On line 0001, type the **prior year portion of the refund** in the AMOUNT/PERCENT field.

🗁 Be sure to type the amount as a negative number. This will post a credit to the prior year reimbursement account.

7. Type **ARC** in the EXP field to indicate that this is an accrual.

8. Type the **company** in the CO field.

9. Type the **prior year reimbursement account** (5383AA) in the ACCOUNT field.

10. Type the **center** in the CENTER field.

11. On line 0002, type the **current year portion of the refund** in the AMOUNT/PERCENT field.

🗁 Be sure to type the amount as a negative number. This will post a credit to your original account.

12. Type the **company from the original invoice** in the CO field.

13. Type the **account used on the original invoice** in the ACCOUNT field.

14. Type the **center used on the original invoice** in the CENTER field.

15. On line 0003, type the **total amount of the refund** in the AMOUNT/PERCENT field.

    🗁 Be sure to type the amount as a positive number. This will debit the Vendor Refund Clearing Account.

16. Type the **company** in the CO field.

17. Type **535680** in the ACCOUNT field. Account 535680 is the Vendor Refund Clearing Account.

18. Type the **center** in the CENTER field.

19. Type **.00** in the GROSS AMOUNT field.

20. Type **N** or **NEXT** in the REQUEST field and press Enter to balance the document.

Procedure 32: Navigating Through a Control Group

1. Type **CGS** in the NEXT FUNCTION field and press Enter to access the *Control Group Status (CGS)* screen.

2. Type **your paying entity** in the PAYING ENTITY field.

3. Press Enter to process the information and to access a list of open control groups for that paying entity.

4. Type **S** in the S (SELECT) field for the control group you want to access.

5. Press Enter to process the information and to access the *Control Entry Status (CES)* screen for that control group.

From the *Control Entry Status (CES)* screen, you can do the following:

6. To balance an outstanding control group, change the value in the CONTROL AMOUNT field to adjust the control group total. Press Enter to process the change.

   OR

   To select an incomplete invoice, type **S** in the SEL field for that invoice. Press Enter to access the selected invoice.

   OR

   To select a blank *Invoice Matching (IMP)* screen in that control group, type **4** in the REQUEST field. Press Enter to access a blank *Invoice Matching (IMP)* screen in that control group.

Procedure 33: Balancing the Current Control Group

1. Type **BAL** in the REQUEST field and press Enter to *balance* the control group.

🗁 If the control group balances, a blank *Control Document Entry (CDE)* screen will appear.

🗁 If the control group does not balance, the *Control Entry Status (CES)* screen will appear. Follow Steps 2-5 to balance this control group.

2. Check the invoice amounts on the calculator tape against the invoice amounts displayed on the *Control Entry (CES)* screen.

3. After you have found the error, enter the correct amount in the CONTROL AMOUNT field.

4. Write down the new system total on the Control Group Header sheet.

5. Type **BAL** in the REQUEST field and press Enter. A message will appear validating the balanced invoices.

Procedure 34: Balancing Outstanding Control Groups

1. Type **CGS** in the NEXT FUNCTION field and press Enter to access the *Control Group Status (CGS)* screen.
2. Type **S** in the S (SELECT) field corresponding to the outstanding control group.
3. Press Enter to process the information and to access the *Control Entry Status (CES)* screen.
4. If the values in the GROSS DOCUMENT AMOUNT and the CONTROL AMOUNT fields match, go to Step 6.

   If the values don't match, check the invoice amounts against the actual invoices.
5. After you have found the error, enter the correct amount in the CONTROL AMOUNT field.
6. Write down the new system total on the Control Group Header sheet.
7. Type **BAL** in the REQUEST field and press Enter. A message will appear validating the balanced invoices.

Procedure 35A: Document Inquiry

Use this procedure if you know the vendor name or number but are not sure of the exact document number.

After accessing the Accounts Payable module:

1. Type **DCL** in the NEXT FUNCTION field and press Enter to access the *Document List (DCL)* screen.

2. Type **your paying trade entity (XXPT)** in the PAY ENTITY field**.**

3. Type the **vendor short name@** in the SHORT NAME field and press Enter.

🗀 If the short name is not unique to one vendor, the system displays the *Vendor Short Name Lookup (VSL)* screen with all vendors that match the specified short name.

4. Locate the specific document you need to inquire on in the DOCUMENT NUMBER field.

🗀 If there are additional documents that cannot fit on one screen, the word **MORE** will appear at the bottom of the screen. Press Enter to view the next screen. Type **UP** in the REQUEST field and press Enter to scroll up the list. If you wish to scroll up or down the list more than one page at a time, type **UP** or **DOWN** (or **DN**) in the REQUEST field followed by the number of pages and press Enter. For example, DN4 will scroll down 4 pages. You may scroll up to 10 pages at a time. Type **TOP** or **T** in the REQUEST field and press Enter to return to the top of the list.

5. Type **S** next to the document display with the document number you specified under all the inquiry screen labels (*DGI*, *DPA*, *DCI*, *DLL*) listed in the SELECT column. The system will display the selected inquiry screens in sequence for the specified document and then will return to the *Document List (DCL)* screen.

🗀 You can also access the *DGI, DPA, DCI*, and the *DLL* screens from any AP screen. Simply type the three-digit indicator in the NEXT FUNCTION field and press Enter.

6. Press Enter to access the *Document General Information (DGI)* screen. This screen provides the typical header information associated with a document.

7. Press Enter to access the *Document Payment General Information (DPG)* screen. The screen provides detailed payment information for invoices and employee expenses.

8. Press Enter to access the *Document Payment Additional Info (DPA)* screen. The screen summarizes discount information and provides general ledger distribution information if applicable.

9. Press Enter to access the *Document Comment Inquiry (DCI)* screen. The screen displays the comments recorded for the document (e.g., vendor information, information between clerks).

10. Press Enter to access the *Document Detail Line List (DLL)* screen. The screen provides the detail for every line, shows the expense amount, allows for the selection of a document line and shows the changes made to the General Ledger.

11. Type **C** in the SEL field and press Enter to access the *Detail Line Additional Information (DLA)* screen. The screen shows additional detail information for the line.

12. Press Enter to return to the *Document Detail Line List (DLL)* screen.

13. Type **H** in the SEL field and press Enter to display the *Document Distribution Line History (DLH)* screen. The screen indicates whether the General Ledger lines have been changed since the document was first entered and how it was changed.

14. Press Enter to return to the *Document Detail Line List (DLL)* screen.

15. Press Enter to return to the *Document List (DCL)* screen.

Procedure 35B: Document Inquiry

Use this procedure if you know the exact document number.

After accessing the Accounts Payable module:

1. Type **DCL** in the NEXT FUNCTION field and press [Enter] to access the *Document List (DCL)* screen.

2. Type **your paying trade entity (XXPT)** in the PAY ENTITY field**.**

3. Type the **invoice number** in the DOCUMENT NBR field and press [Enter].

4. Locate the specific document you need to inquire on in the DOCUMENT NUMBER field. There may be more than one document listed if there are documents with the same name on the system for multiple vendors.

🗁 If there are additional documents that cannot fit on one screen, the word **MORE** will appear at the bottom of the screen. Press [Enter] to view the next screen. Type **UP** in the REQUEST field and press [Enter] to scroll up through the list. If you wish to scroll up or down more than one page at a time, type **UP** or **DOWN** (or **DN**) in the REQUEST field followed by the number of pages and press [Enter]. For example, DN4 will scroll down 4 pages. You may scroll up to 10 pages at a time. Type **TOP** or **T** in the REQUEST field and press [Enter] to return to the top of the list.

5. Type **S** next to the document display with the document number you specified under all the inquiry screen labels (*DGI*, *DPA*, *DCI*, *DLL*) listed in the SELECT column. The system will display the selected inquiry screens in sequence for the specified document and then will return to the *Document List (DCL)* screen.

🗁 You can also access the *DGI, DPA, DCI*, and the *DLL* screens from any AP screen. Simply type the three-digit indicator in the NEXT FUNCTION field and press [Enter].

6. Press [Enter] to access the *Document General Information (DGI)* screen. This screen provides the typical header information associated with a document.

7. Press [Enter] to access the *Document Payment General Information (DPG)* screen. The screen provides detailed payment information for invoices and employee expenses.

8. Press [Enter] to access the *Document Payment Additional Info (DPA)* screen. The screen summarizes discount information and provides general ledger distribution information if applicable

9. Press [Enter] to access the *Document Comment Inquiry (DCI)* screen. The screen displays the comments recorded for the document (e.g., vendor information, information between clerks).

10. Press Enter to access the *Document Detail Line List (DLL)* screen. The screen provides the detail for every line, shows the expense amount, allows for the selection of a document line and shows the changes made to the General Ledger.

11. Type **C** in the SEL field and press Enter to access the *Detail Line Additional Information (DLA)* screen. The screen shows additional detail information for the line.

12. Press Enter to return to the *Document Detail Line List (DLL)* screen.

13. Type **H** in the SEL field and press Enter to display the *Document Distribution Line History (DLH)* screen. The screen indicates whether the General Ledger lines have been changed since the document was first entered and how it was changed.

14. Press Enter to return to the *Document Detail Line List (DLL)* screen.

15. Press Enter to return to the *Document List (DCL)* screen.

Procedure 36: Payment Inquiry

After accessing the Accounts Payable module:

1. Type **PYL** in the NEXT FUNCTION field and press [Enter] to access the *Payment List (PYL)* screen.

2. Type **your paying trade entity (XXPT)** in the PAY ENTITY field.

3. Type **three or four characters of the vendor name@** (e.g., rale@) in the SHORT NAME field.

🗁 *OPTIONAL:* If you know the Bank Account Payment (BAP) code or the payment reference number (PAYMENT REFERENCE NUMBER), you can add that information in the appropriate fields on the screen.

4. Press [Enter] to retrieve the status of a series of payments attached to your paying entity and vendor.

5. Type **S** in the S field next to the payment reference number you selected and press [Enter] to access the *Invoice By Payment Reference Number (IRL)* screen.

Procedure 37: How to Get HELP

Follow these steps to access HELP for the current screen:

1. Type **HELP** or **?** in the ACTION field.

2. Press Enter to access the Help screen

🗁 The system displays the first pages of Help text available for the screen and positions the cursor at this message: “**ENTER NEXT PAGE NO. BLANK (NEXT PAGE) ‘END’ TO TERMINATE HELP”.**

3. To view the next page of help text, press Enter.

4. To view a specific page, type the **page number** in the BLANK (NEXT PAGE) field and press Enter.

5. To exit Help, type **END** in the BLANK (NEXT PAGE) field and press Enter to return to the screen.

Procedure 38: Viewing and Printing Systemware Reports

After signing on the CICS region:

To sign on to Systemware:

1. Type **your RACF ID** in the USERID field.
2. Type **your bill code** in the BILL-CDE field.
3. Type **your password** in the PASSWORD field then press Enter.
4. Type **Systemware** at the blank screen to access the *Systemware* reporting module.
5. Type **your RACF ID** in the USERID field.
6. Type **your password** in the PASSWORD field then press Enter.

To view an Systemware report:

7. Type **I** in the SELECT OPTION field to list the report group names.
8. Type **OSCOPC*** (for the P region) or **OSCOPF*** (for the NC23 region) in the REPORT NAME field and press Enter to view the alphabetic list of report groups.
9. Press F8 to scroll down until you locate the report group for which you are searching.
10. Type **V** in the CMD column next to the report group for which you are searching and press Enter in order to list *versions* of the report group.
11. Type **D** in the last CMD field and press Enter to *display* the proper version of the report.

🗁 You may receive the message **REPORT IS BEING RECALLED. TRY AGAIN LATER**. This indicates that the report cannot currently be accessed. Wait a moment and try again.

🗁 The following commands are helpful in viewing reports in Systemware:

F1 to access help
F3 to return to the previous screen
F7 to scroll up
F8 to scroll down
F10 to scroll to the left
F11 to scroll to the right
F12 to go to the beginning of the next page

12. Type **F** and **the report name** in the COMMAND field and press Enter to *find* your report. Because only 200 pages are searched at a time, you may need to repeat this step until the entire report has been searched.

To print a report:

13. Type **PR** in the COMMAND field on the page you wish to *print* and press Enter.

14. After the page has been selected to print, press F3 to access the *Print: Systemware* screen.

15. Type **N** in the SELECT OPTION field to print to your addressable printer.

16. Type **your printer ID** in the NETWORK PRINTER ID field.

17. Check the pages listed in the SPECIFY PAGE RANGES fields.

18. Press Enter to send the pages to the printer.

To log off Systemware:

19. Press F3 to go to the previous screen until the *Main Menu: Systemware* screen is displayed.

20. Type **X** in the SELECT OPTION field and press Enter to exit Systemware.

21. Clear the screen and type **LOGOFF** to log off the production environment.

Procedure 39: Accessing the Practice Region

🗁 The practice region resides in the “O” CICS region (SCC**O**CICS, CICSSCC**O**). To obtain practice region operator IDs or any other information regarding this region, contact your agency’s NCAS Project Coordinator.

After the CICS region banner is displayed:

1. Type **your RACF ID** in the USERID field.

2. Ignore the BILL-CDE field. (Nothing needs to be entered in this field.)

3. TAB twice and type **your password** in the PASSWORD field.

4. Press Enter.

5. On the blank screen, type **MSAS** and press Enter.

Once the NCAS screen appears:

6. Type **your assigned user ID** in the OPERATOR ID field. (You may obtain a user ID from your Agency Project Coordinator.)

7. Type **password** in the PASSWORD field (do not change the password).

8. Press Enter.

QRG 1: NCAS Standard Vendor Short Name Abbreviations

Common Abbreviations

Full Name	Abbreviation
America/American	**AMER**
Association/Associated	**ASSOC**
International	**INTL**
National	**NATL**
Northeast/Northeastern	**NE**
Northwest/Northwestern	**NW**
Southeast/Southeastern	**SE**
Southwest/Southwestern	**SW**
United States	**US**
University	**UNIV**

Two-Letter State Abbreviations

Abbrev	State	Abbrev	State	Abbrev	State
AL	Alabama	**KY**	Kentucky	**ND**	North Dakota
AK	Alaska	**LA**	Louisiana	**OH**	Ohio
AZ	Arizona	**ME**	Maine	**OK**	Oklahoma
AR	Arkansas	**MD**	Maryland	**OR**	Oregon
CA	California	**MA**	Massachusetts	**PA**	Pennsylvania
CO	Colorado	**MI**	Michigan	**RI**	Rhode Island
CT	Connecticut	**MN**	Minnesota	**SC**	South Carolina
DE	Delaware	**MS**	Mississippi	**SD**	South Dakota
DC	District of Columbia	**MO**	Missouri	**TN**	Tennessee
FL	Florida	**MT**	Montana	**TX**	Texas
GA	Georgia	**NE**	Nebraska	**UT**	Utah
HI	Hawaii	**NV**	Nevada	**VT**	Vermont
ID	Idaho	**NH**	New Hampshire	**VA**	Virginia
IL	Illinois	**NJ**	New Jersey	**WA**	Washington
IN	Indiana	**NM**	New Mexico	**WV**	West Virginia
IA	Iowa	**NY**	New York	**WI**	Wisconsin
KS	Kansas	**NC**	North Carolina	**WY**	Wyoming

QRG 2: Post Offices and Incorporated Cities or Towns (GEN 562)

See the following County Code sheet.

Gen 562
2-00

North Carolina Department of Revenue
Post Office Box 25000
Raleigh, NC 27640-0001

Post Offices and Incorporated Cities or Towns

City, Town, or Post Office	County	County Code	Rate
Abbottsburg	Bladen	9	2%
Aberdeen	Moore	63	2%
Advance	Davie	30	2%
Ahoskie	Hertford	46	2%
Alamance	Alamance	1	2%
Albemarle	Stanly	84	2%
Albertson	Duplin	31	2%
Alexander	Buncombe	11	2%
Alexander Mills	Rutherford	81	2%
Alexis	Gaston	36	2%
Alliance	Pamlico	69	2%
Almond	Swain	87	2%
Altamahaw	Alamance	1	2%
Anderson	Dare	28	2%
Andrews	Cherokee	20	2%
Angier	Harnett	43	2%
Ansonville	Anson	4	2%
Apex	Wake	92	2%
Apple Grove	Ashe	5	2%
Aquone	Macon	56	2%
Arapahoe	Pamlico	69	2%
Ararat	Surry	86	2%
Archdale	*Randolph &	76	2%
	Guilford	41	2%
Arcola	Warren	93	2%
Arden	Buncombe	11	2%
Arlington	Yadkin	99	2%
Ash	Brunswick	10	2%
Asheboro	Randolph	76	2%
Asheville	Buncombe	11	2%
Ashford	McDowell	59	2%
Askewville	Bertie	8	2%
Assembly	Haywood	44	2%
Atkinson	Pender	71	2%
Atlantic	Carteret	16	2%
Atlantic Beach	Carteret	16	2%
Aulander	Bertie	8	2%
Aurora	Beaufort	7	2%
Autryville	Sampson	82	2%
Avon	Dare	28	2%
Ayden	Pitt	74	2%
Aydlett	Currituck	27	2%
Badin	Stanly	84	2%
Bahama	Durham	32	2%
Bailey	Nash	64	2%
Bakersville	Mitchell	61	2%
Bald Creek	Yancey	100	2%
Balfour	Henderson	45	2%
Balsam	Jackson	50	2%
Balsam Grove	Transylvania	88	2%
Banner Elk	Avery	6	2%
Barber	Rowan	80	2%
Barco	Currituck	27	2%
Barium Springs	Iredell	49	2%
Barnardsville	Buncombe	11	2%
Barnesville	Robeson	78	2%
Bat Cave	Henderson	45	2%
Bath	Beaufort	7	2%
Bayboro	Pamlico	69	2%
Bear Creek	Chatham	19	2%
Beargrass	Martin	58	2%
Bear Poplar	Rowan	80	2%
Beaufort	Carteret	16	2%
Beech Mountain	Avery &	6	2%
	*Watauga	95	2%
Belcross	Camden	15	2%
Belews Creek	Forsyth	34	2%
Belhaven	Beaufort	7	2%
Bellarthur	Pitt	74	2%
Belmont	Gaston	36	2%
Belvidere	Perquimans	72	2%
Belville	Brunswick	10	2%
Belwood	Cleveland	23	2%
Bennett	Chatham	19	2%
Benson	Johnston	51	2%
Bermuda Run	Davie	30	2%
Bessemer City	Gaston	36	2%
Bethania	Forsyth	34	2%
Bethel	Pitt	74	2%
Bethlehem	Catawba	18	2%
Beulaville	Duplin	31	2%
Biltmore Forest	Buncombe	11	2%
Biscoe	Montgomery	62	2%
Black Creek	Wilson	98	2%
Black Mountain	Buncombe	11	2%
Bladenboro	Bladen	9	2%
Blanch	Caswell	17	2%
Blounts Creek	Beaufort	7	2%
Blowing Rock	*Watauga &	95	2%
	Caldwell	14	2%
Blue Ridge	Buncombe	11	2%
Boardman	Columbus	24	2%
Boger City	Lincoln	55	2%
Bogue	Carteret	16	2%
Boiling Springs	Cleveland	23	2%
Boiling Spring Lake	Brunswick	10	2%
Bolivia	Brunswick	10	2%
Bolton	Columbus	24	2%
Bonlee	Chatham	19	2%
Bonnie Doone	Cumberland	26	2%
Boomer	Wilkes	97	2%
Boone	Watauga	95	2%
Boonville	Yadkin	99	2%
Bostic	Rutherford	81	2%
Bowdens	Duplin	31	2%
Brasstown	Clay	22	2%
Brevard	Transylvania	88	2%
Bridgeton	Craven	25	2%
Broadway	Lee	53	2%
Brookford	Catawba	18	2%
Brookside	Wayne	96	2%
Browns Summit	Guilford	41	2%
Brunswick	Columbus	24	2%
Bryson City	Swain	87	2%
Buies Creek	Harnett	43	2%
Bullock	Granville	39	2%
Bunn	Franklin	35	2%
Bunnlevel	Harnett	43	2%
Burgaw	Pender	71	2%
Burlington	Alamance	1	2%
Burnsville	Yancey	100	2%
Butner	Granville	39	2%
Butters	Bladen	9	2%
Buxton	Dare	28	2%
Bynum	Chatham	19	2%
Cajah Mountain	Caldwell	14	2%
Calabash	Brunswick	10	2%
Calypso	Duplin	31	2%
Camden	Camden	15	2%
Cameron	Moore	63	2%
Camp Lejeune	Onslow	67	2%
Candler	Buncombe	11	2%
Candor	Montgomery	62	2%
Cane River	Yancey	100	2%
Canton	Haywood	44	2%
Cape Carteret	Carteret	16	2%
Cape Fear	New Hanover	65	2%
Caroleen	Rutherford	81	2%
Carolina Beach	New Hanover	65	2%
Carolina Hills	Henderson	45	2%
Carolina Shores	Brunswick	10	2%
Carrboro	Orange	68	2%
Carthage	Moore	63	2%
Cary	Wake	92	2%
Casar	Cleveland	23	2%
Cashiers	Jackson	50	2%
Castalia	Nash	64	2%
Castle Hayne	New Hanover	65	2%
Casville	Rockingham	79	2%
Caswell	Lenoir	54	2%
Caswell Beach	Brunswick	10	2%
Catawba	Catawba	18	2%
Catawba Heights	Gaston	36	2%
Ca-Vel	Person	73	2%
Cedar Falls	Randolph	76	2%
Cedar Grove	Orange	68	2%
Cedar Island	Carteret	16	2%
Cedar Mountain	Transylvania	88	2%
Cedar Point	Carteret	16	2%
Cedar Rock	Caldwell	14	2%
Centerville	Franklin	35	2%
Central Falls	Randolph	76	2%
Cerro Gordo	Columbus	24	2%
Chadbourn	Columbus	24	2%
Chapel Hill	*Orange &	68	2%
	Durham	32	2%
Charlotte	Mecklenburg	60	2½%
Cherokee	Swain	87	2%
Cherry Point	Craven	25	2%
Cherryville	Gaston	36	2%
Chimney Rock Village	Rutherford	81	2%
China Grove	Rowan	80	2%
Chinquapin	Duplin	31	2%
Chocowinity	Beaufort	7	2%
Claremont	Catawba	18	2%
Clarendon	Columbus	24	2%
Clarkton	Bladen	9	2%
Clayton	Johnston	51	2%
Clemmons	Forsyth	34	2%
Cleveland	Rowan	80	2%
Cliffside	Rutherford	81	2%
Climax	Guilford	41	2%
Clinton	Sampson	82	2%
Clyde	Haywood	44	2%
Coats	Harnett	43	2%
Cofield	Hertford	46	2%
Coinjock	Currituck	27	2%
Colerain	Bertie	8	2%
Coleridge	Randolph	76	2%
Colfax	Guilford	41	2%
Collettsville	Caldwell	14	2%
Colon	Lee	53	2%
Columbia	Tyrell	89	2%
Columbus	Polk	75	2%
Comfort	Jones	52	2%
Como	Hertford	46	2%
Concord	Cabarrus	13	2%
Conetoe	Edgecombe	33	2%
Conover	Catawba	18	2%
Connelly Springs	Burke	12	2%
Conway	Northampton	66	2%
Cooleemee	Davie	30	2%
Corapeake	Gates	37	2%
Cordova	Richmond	77	2%
Cornelius	Mecklenburg	60	2½%
Corolla	Currituck	27	2%
Cottonade	Cumberland	26	2%
Council	Bladen	9	2%
Cove City	Craven	25	2%
Cramerton	Gaston	36	2%
Cranberry	Avery	6	2%
Creedmoor	Granville	39	2%
Creston	Ashe	5	2%
Creswell	Washington	94	2%
Crisp	Edgecombe	33	2%
Crossnore	Avery	6	2%
Crouse	Lincoln	55	2%
Crumpler	Ashe	5	2%
Culberson	Cherokee	20	2%
Cullowhee	Jackson	50	2%
Cumberland	Cumberland	26	2%
Cumnock	Lee	53	2%
Currie	Pender	71	2%
Currituck	Currituck	27	2%
Dallas	Gaston	36	2%
Dana	Henderson	45	2%
Danbury	Stokes	85	2%
Davidson	Mecklenburg	60	2½%

City, Town, or Post Office	County	County Code	Rate
Davis	Carteret	16	2%
Deep Gap	Watauga	95	2%
Deep Run	Lenoir	54	2%
Delco	Columbus	24	2%
Denton	Davidson	29	2%
Denver	Lincoln	55	2%
Derita	Mecklenburg	60	2½%
Dillsboro	Jackson	50	2%
Dobson	Surry	86	2%
Dortches	Nash	64	2%
Dover	Craven	25	2%
Drexel	Burke	12	2%
Dublin	Bladen	9	2%
Dudley	Wayne	96	2%
Dunn	Harnett	43	2%
Durants Neck	Perquimans	72	2%
Durham	Durham	32	2%
Eagle Rock	Wake	92	2%
Eagle Springs	Moore	63	2%
Earl	Cleveland	23	2%
East Arcadia	Bladen	9	2%
East Bend	Yadkin	99	2%
East Fayetteville	Cumberland	26	2%
East Flat Rock	Henderson	45	2%
East Lake	Dare	28	2%
East Laurinburg	Scotland	83	2%
East Rockingham	Richmond	77	2%
East Spencer	Rowan	80	2%
Eden	Rockingham	79	2%
Edenton	Chowan	21	2%
Edgemont	Caldwell	14	2%
Edneyville	Henderson	45	2%
Edward	Beaufort	7	2%
Efland	Orange	68	2%
Elizabeth City	Pasquotank	70	2%
Elizabethtown	Bladen	9	2%
Elk Park	Avery	6	2%
Elkin	*Surry &	86	2%
	Wilkes	97	2%
Ellenboro	Rutherford	81	2%
Ellerbe	Richmond	77	2%
Elm City	Wilson	98	2%
Elon College	Alamance	1	2%
Emerald Isle	Carteret	16	2%
Emerson	Bladen	9	2%
Encas	Wilson	98	2%
Enfield	Halifax	42	2%
Engelhard	Hyde	48	2%
Enka	Buncombe	11	2%
Ennice	Alleghany	3	2%
Enochville	Rowan	80	2%
Emul	Craven	25	2%
Erwin	Harnett	43	2%
Ether	Montgomery	62	2%
Etowah	Henderson	45	2%
Eure	Gates	37	2%
Eureka	Wayne	96	2%
Everetts	Martin	58	2%
Evergreen	Columbus	24	2%
Fair Bluff	Columbus	24	2%
Fairfield	Hyde	48	2%
Fairmont	Robeson	78	2%
Fairview	Buncombe	11	2%
Faison	Duplin	31	2%
Faith	Rowan	80	2%
Falcon	Cumberland	26	2%
Falkland	Pitt	74	2%
Fallston	Cleveland	23	2%
Farmer	Randolph	76	2%
Farmerville	Pitt	74	2%
Fayetteville	Cumberland	26	2%
Ferguson	Wilkes	97	2%
Flat Rock	Henderson	45	2%
Fleetwood	Ashe	5	2%
Fletcher	Henderson	45	2%
Fontana Dam	Graham	38	2%
Forest City	Rutherford	81	2%
Forest Hills	Jackson	50	2%
Fort Bragg	Cumberland	26	2%
Fountain	Pitt	74	2%
Four Oaks	Johnston	51	2%
Foxfire Village	Moore	63	2%
Frank	Avery	6	2%
Franklin	Macon	56	2%
Franklinton	Franklin	35	2%
Franklinville	Randolph	76	2%
Freeland	Brunswick	10	2%
Fremont	Wayne	96	2%
Frisco	Dare	28	2%
Fuquay Varina	Wake	92	2%
Gamewell	Caldwell	14	2%
Garland	Sampson	82	2%
Garner	Wake	92	2%
Garysburg	Northampton	66	2%
Gaston	Northampton	66	2%
Gastonia	Gaston	36	2%
Gates	Gates	37	2%
Gatesville	Gates	37	2%
George	Northampton	66	2%
Germanton	Stokes	85	2%
Gerton	Henderson	45	2%
Gibson	Scotland	83	2%
Gibsonville	*Guilford &	41	2%
	Alamance	1	2%
Gilkey	Rutherford	81	2%
Glade Valley	Alleghany	3	2%
Glen Alpine	Burke	12	2%
Glendale Springs	Ashe	5	2%
Glendon	Moore	63	2%
Glen Raven	Alamance	1	2%
Glenville	Jackson	50	2%
Glenwood	McDowell	59	2%
Gloucester	Carteret	16	2%
Godwin	Cumberland	26	2%
Gold Hill	Rowan	80	2%
Goldsboro	Wayne	96	2%
Goldston	Chatham	19	2%
Graham	Alamance	1	2%
Grandfather Village	Avery	6	2%
Grandy	Currituck	27	2%
Granite Falls	Caldwell	14	2%
Granite Quarry	Rowan	80	2%
Grantham	Wayne	96	2%
Grantsboro	Pamlico	69	2%
Grassy Creek	Ashe	5	2%
Grayson	Ashe	5	2%
Greenevers	Duplin	31	2%
Greenlevel	Alamance	1	2%
Green Mountain	Yancey	100	2%
Greensboro	Guilford	41	2%
Greenville	Pitt	74	2%
Gregory	Currituck	27	2%
Grifton	*Pitt &	74	2%
	Lenoir	54	2%
Grimesland	Pitt	74	2%
Grover	Cleveland	23	2%
Guilford	Guilford	41	2%
Guilford College	Guilford	41	2%
Gulf	Chatham	19	2%
Gumberry	Northampton	66	2%
Half Moon	Onslow	67	2%
Halifax	Halifax	42	2%
Hallsboro	Columbus	24	2%
Hamilton	Martin	58	2%
Hamlet	Richmond	77	2%
Hampstead	Pender	71	2%
Hamptonville	Yadkin	99	2%
Harbinger	Currituck	27	2%
Harkers Island	Carteret	16	2%
Harmony	Iredell	49	2%
Harrells	*Sampson &	82	2%
	Duplin	31	2%
Harrellsville	Hertford	46	2%
Harris	Rutherford	81	2%
Harrisburg	Cabarrus	13	2%
Hassell	Martin	58	2%
Hatteras	Dare	28	2%
Havelock	Craven	25	2%
Haw River	Alamance	1	2%
Hayesville	Clay	22	2%
Hays	Wilkes	97	2%
Hazelwood	Haywood	44	2%
Hemby Bridge	Union	90	2%
Henderson	Vance	91	2%
Hendersonville	Henderson	45	2%
Henrico	Northampton	66	2%
Henrietta	Rutherford	81	2%
Henry River	Burke	12	2%
Hertford	Perquimans	72	2%
Hickory	*Catawba &	18	2%
	Burke	12	2%
Hickory Grove	Mecklenburg	60	2½%
Hiddenite	Alexander	2	2%
Highfalls	Moore	63	2%
Highlands	Jackson &	50	2%
	*Macon	56	2%
High Point	Davidson	29	2%
	*Guilford &	41	2%
	Randolph	76	2%
High Rock	Davidson	29	2%
High Shoals	*Gaston &	36	2%
	Lincoln	55	2%
Hildebran	Burke	12	2%
Hillsborough	Orange	68	2%
Hobbsville	Gates	37	2%
Hobgood	Halifax	42	2%
Hobucken	Pamlico	69	2%
Hoffman	Richmond	77	2%
Holden Beach	Brunswick	10	2%
Hollister	Halifax	42	2%
Holster	Halifax	42	2%
Holly Ridge	Onslow	67	2%
Holly Springs	Wake	92	2%
Hookerton	Greene	40	2%
Hope Mills	Cumberland	26	2%
Horse Shoe	Henderson	45	2%
Hot Springs	Madison	57	2%
Hubert	Onslow	67	2%
Hudson	Caldwell	14	2%
Huntersville	Mecklenburg	60	2½%
Hurdle Mills	Person	73	2%
Husk	Ashe	5	2%
Icard	Burke	12	2%
Idlewild	Mecklenburg	60	2½%
Indian Beach	Carteret	16	2%
Indian Trail	Union	90	2%
Ingalls	Avery	6	2%
Ingold	Sampson	82	2%
Iron Station	Lincoln	55	2%
Ivanhoe	Sampson	82	2%
Jackson	Northampton	66	2%
Jackson Hill	Davidson	29	2%
Jackson Park	Cabarrus	13	2%
Jackson Springs	Moore	63	2%
Jacksonville	Onslow	67	2%
James City	Craven	25	2%
Jamestown	Guilford	41	2%
Jamesville	Martin	58	2%
Jarvisburg	Currituck	27	2%
Jefferson	Ashe	5	2%
Jonas Ridge	Burke	12	2%
Jonesville	Yadkin	99	2%
Julian	*Randolph &	76	2%
	Guilford	41	2%
Kannapolis	*Cabarrus &	13	2%
	Rowan	80	2%
Kelford	Bertie	8	2%
Kelly	Bladen	9	2%
Kenansville	Duplin	31	2%
Kenly	*Johnston &	51	2%
	Wilson	98	2%
Kernersville	Forsyth	34	2%
Kill Devil Hills	Dare	28	2%
King	Stokes	85	2%
Kings Mountain	*Cleveland &	23	2%
	Gaston	36	2%
Kingstown	Cleveland	23	2%
Kinston	Lenoir	54	2%
Kipling	Harnett	43	2%
Kittrell	Vance	91	2%
Kitty Hawk	Dare	28	2%
Knightdale	Wake	92	2%
Knotts Island	Currituck	27	2%
Kure Beach	New Hanover	65	2%
La Grange	Lenoir	54	2%
Lafayette	Cumberland	26	2%
Lake Junaluska	Haywood	44	2%
Lake Lure	Rutherford	81	2%
Lake Park	Union	90	2%
Lake Santeetlah	Graham	38	2%
Lake Toxaway	Transylvania	88	2%
Lake View	Moore	63	2%
Lake Waccamaw	Columbus	24	2%
Landis	Rowan	80	2%
Lansing	Ashe	5	2%
Lasker	Northampton	66	2%
Lattimore	Cleveland	23	2%
Laurel Hill	Scotland	83	2%
Laurel Park	Henderson	45	2%
Laurel Springs	Alleghany	3	2%
Laurinburg	Scotland	83	2%

City, Town, or Post Office	County	County Code	Rate
Lawndale	Cleveland	23	2%
Lawsonville	Stokes	85	2%
Leasburg	Caswell	17	2%
Leggett	Edgecombe	33	2%
Leicester	Buncombe	11	2%
Leland	Brunswick	10	2%
Lemon Springs	Lee	53	2%
Lenoir	Caldwell	14	2%
Lewiston-Woodville	Bertie	8	2%
Lewisville	Forsyth	34	2%
Lexington	Davidson	29	2%
Liberty	Randolph	76	2%
Lilesville	Anson	4	2%
Lillington	Harnett	43	2%
Lincolnton	Lincoln	55	2%
Linden	Cumberland	26	2%
Linville	Avery	6	2%
Linville Falls	Burke	12	2%
Linwood	Davidson	29	2%
Little Switzerland	McDowell	59	2%
Littleton	Halifax	42	2%
Locust	Stanly	84	2%
Long Beach	Brunswick	10	2%
Longhurst	Person	73	2%
Longisland	Catawba	18	2%
Long View	*Catawba &	18	2%
	Burke	12	2%
Longwood	Brunswick	10	2%
Louisburg	Franklin	35	2%
Love Valley	Iredell	49	2%
Lowell	Gaston	36	2%
Lowgap	Surry	86	2%
Lowland	Pamlico	69	2%
Lucama	Wilson	98	2%
Lumber Bridge	Robeson	78	2%
Lumberton	Robeson	78	2%
Lynn	Polk	75	2%
Macclesfield	Edgecombe	33	2%
Mackeys	Washington	94	2%
Macon	Warren	93	2%
Madison	Rockingham	79	2%
Maggie Valley	Haywood	44	2%
Magnolia	Duplin	31	2%
Maiden	Catawba	18	2%
Mamers	Harnett	43	2%
Mamie	Currituck	27	2%
Manns Harbor	Dare	28	2%
Manson	Warren	93	2%
Manteo	Dare	28	2%
Maple	Currituck	27	2%
Maple Hill	Pender	71	2%
Marble	Cherokee	20	2%
Margarettsville	Northampton	66	2%
Marietta	Robeson	78	2%
Marion	McDowell	59	2%
Marshall	Madison	57	2%
Marshallberg	Carteret	16	2%
Mars Hill	Madison	57	2%
Marshville	Union	90	2%
Marston	Richmond	77	2%
Marvin	Union	90	2%
Matthews	Mecklenburg	60	2½%
Maury	Greene	40	2%
Maxton	*Robeson &	78	2%
	Scotland	83	2%
Mayodan	Rockingham	79	2%
Maysville	Jones	52	2%
McAdenville	Gaston	36	2%
McCain	Hoke	47	2%
McDonald	Robeson	78	2%
McFarlan	Anson	4	2%
McGrady	Wilkes	97	2%
McLeansville	Guilford	41	2%
Mebane	*Alamance &	1	2%
	Orange	68	2%
Merritt	Pamlico	69	2%
Merry Hill	Bertie	8	2%
Mesic	Pamlico	69	2%
Micaville	Yancey	100	2%
Micro	Johnston	51	2%
Middleburg	Vance	91	2%
Middlesex	Nash	64	2%
Middletown	Hyde	48	2%
Midland	Cabarrus	13	2%
Midway	Cabarrus	13	2%
Midway Park	Onslow	67	2%
Millers Creek	Wilkes	97	2%
Mill Spring	Polk	75	2%
Milton	Caswell	17	2%
Milwaukee	Northampton	66	2%
Mineral Springs	Union	90	2%
Minneapolis	Avery	6	2%
Minnesott Beach	Pamlico	69	2%
Minpro	Mitchell	61	2%
Mint Hill	Mecklenburg	60	2½%
Misenheimer	Stanly	84	2%
Mocksville	Davie	30	2%
Momeyer	Nash	64	2%
Moncure	Chatham	19	2%
Monroe	Union	90	2%
Montezuma	Avery	6	2%
Montreat	Buncombe	11	2%
Mooreboro	Cleveland	23	2%
Mooresville	Iredell	49	2%
Moravian Falls	Wilkes	97	2%
Morehead City	Carteret	16	2%
Morgans Corner	Pasquotank	70	2%
Morganton	Burke	12	2%
Morrisville	Wake	92	2%
Morven	Anson	4	2%
Mount Airy	Surry	86	2%
Mount Gilead	Montgomery	62	2%
Mount Holly	Gaston	36	2%
Mount Mourne	Iredell	49	2%
Mount Olive	*Wayne &	96	2%
	Duplin	31	2%
Mount Pleasant	Cabarrus	13	2%
Mount Ulla	Rowan	80	2%
Mount Vernon Springs	Chatham	19	2%
Mountain Home	Henderson	45	2%
Moyock	Currituck	27	2%
Murfreesboro	Hertford	46	2%
Murphy	Cherokee	20	2%
Nags Head	Dare	28	2%
Nakina	Columbus	24	2%
Naples	Henderson	45	2%
Nashville	Nash	64	2%
Navassa	Brunswick	10	2%
Nebo	McDowell	59	2%
Neuse	Wake	92	2%
Neuse Forest	Craven	25	2%
New Bern	Craven	25	2%
Newell	Mecklenburg	60	2%
New Hill	Wake	92	2%
New Holland	Hyde	48	2%
New Hope	Wake	92	2%
Newland	Avery	6	2%
New London	Stanly	84	2%
Newport	Carteret	16	2%
Newton	Catawba	18	2%
Newton Grove	Sampson	82	2%
Niagra	Moore	63	2%
Norlina	Warren	93	2%
Norman	Richmond	77	2%
North Asheboro	Randolph	76	2%
North Belmont	Gaston	36	2%
Northside	Granville	39	2%
North Topsail Beach	Onslow	67	2%
Northwest	Brunswick	10	2%
North Wilkesboro	Wilkes	97	2%
Norwood	Stanly	84	2%
Oakboro	Stanly	84	2%
Oak City	Martin	58	2%
Oak Island	Brunswick	10	2%
Oak Ridge	Guilford	41	2%
Ocean Isle Beach	Brunswick	10	2%
Ocracoke	Hyde	48	2%
Old Fort	McDowell	59	2%
Old Trap	Camden	15	2%
Olin	Iredell	49	2%
Olivia	Harnett	43	2%
Oriental	Pamlico	69	2%
Orrum	Robeson	78	2%
Oteen	Buncombe	11	2%
Otto	Macon	56	2%
Overhills	Harnett	43	2%
Oxford	Granville	39	2%
Pactolus	Pitt	74	2%
Palmyra	Halifax	42	2%
Pantego	Beaufort	7	2%
Parkton	Robeson	78	2%
Parkwood	Durham	32	2%
Parmele	Martin	58	2%
Patterson	Caldwell	14	2%
Patterson Springs	Cleveland	23	2%
Paw Creek	Mecklenburg	60	2½%
Peachland	Anson	4	2%
Peletier	Carteret	16	2%
Pelham	Caswell	17	2%
Pembroke	Robeson	78	2%
Pendleton	Northampton	66	2%
Penland	Mitchell	61	2%
Penrose	Transylvania	88	2%
Pensacola	Yancey	100	2%
Pfafftown	Forsyth	34	2%
Pike Road	Beaufort	7	2%
Pikeville	Wayne	96	2%
Pilot Mountain	Surry	86	2%
Pinebluff	Moore	63	2%
Pine Hall	Stokes	85	2%
Pinehurst	Moore	63	2%
Pine Knoll Shores	Carteret	16	2%
Pine Level	Johnston	51	2%
Pineola	Avery	6	2%
Pinetops	Edgecombe	33	2%
Pinetown	Beaufort	7	2%
Pineville	Mecklenburg	60	2½%
Piney Creek	Alleghany	3	2%
Pine Hill	Lenoir	54	2%
Pinkney	Gaston	36	2%
Pinnacle	Stokes	85	2%
Pisgah Forest	Transylvania	88	2%
Pittsboro	Chatham	19	2%
Pleasant Garden	Guilford	41	2%
Pleasant Hill	Northampton	66	2%
Plumtree	Avery	6	2%
Plymouth	Washington	94	2%
Point Harbor	Currituck	27	2%
Polkton	Anson	4	2%
Polkville	Cleveland	23	2%
Pollocksville	Jones	52	2%
Pope Air Force Base	Cumberland	26	2%
Poplar Branch	Currituck	27	2%
Potecasi	Northampton	66	2%
Powells Point	Currituck	27	2%
Powellsville	Bertie	8	2%
Princeton	Johnston	51	2%
Princeville	Edgecombe	33	2%
Proctorville	Robeson	78	2%
Prospect Hill	Caswell	17	2%
Providence	Caswell	17	2%
Purlear	Wilkes	97	2%
Raeford	Hoke	47	2%
Raleigh	Wake	92	2%
Ramseur	Randolph	76	2%
Randleman	Randolph	76	2%
Ranlo	Gaston	36	2%
Ranlo Smyre	Gaston	36	2%
Ransomville	Beaufort	7	2%
Raynham	Robeson	78	2%
Red Oak	Nash	64	2%
Red Springs	Robeson	78	2%
Reidsville	Rockingham	79	2%
Relief	Mitchell	61	2%
Rennert	Robeson	78	2%
Research Triangle Park (RTP)	*Durham &	32	2%
	Wake	92	2%
Rex	Robeson	78	2%
Rhodhiss	*Caldwell &	14	2%
	Burke	12	2%
Richfield	Stanly	84	2%
Richlands	Onslow	67	2%
Rich Square	Northampton	66	2%
Ridgecrest	Buncombe	11	2%
Ridgeway	Warren	93	2%
Riegelwood	Columbus	24	2%
River Bend	Craven	25	2%
Rivermont	Lenoir	54	2%
Roanoke Rapids	Halifax	42	2%
Roaring Gap	Alleghany	3	2%
Roaring River	Wilkes	97	2%
Robbins	Moore	63	2%
Robbinsville	Graham	38	2%
Robersonville	Martin	58	2%
Rockford	Surry	86	2%
Rockingham	Richmond	77	2%
Rockwell	Rowan	80	2%
Rocky Mount	*Nash &	64	2%
	Edgecombe	33	2%
Rocky Point	Pender	71	2%

City, Town, or Post Office	County	County Code	Rate
Rodanthe	Dare	28	2%
Roduco	Gates	37	2%
Rolesville	Wake	92	2%
Ronda	Wilkes	97	2%
Roper	Washington	94	2%
Roseboro	Sampson	82	2%
Rose Hill	Duplin	31	2%
Rosman	Transylvania	88	2%
Rougemont	Durham	32	2%
Rowan Mill	Rowan	80	2%
Rowland	Robeson	78	2%
Roxboro	Person	73	2%
Roxobel	Bertie	8	2%
Ruffin	Rockingham	79	2%
Rural Hall	Forsyth	34	2%
Ruth	Rutherford	81	2%
Rutherford College	Burke	12	2%
Rutherfordton	Rutherford	81	2%
Saint Helena	Pender	71	2%
Saint Pauls	Robeson	78	2%
Salemburg	Sampson	82	2%
Salisbury	Rowan	80	2%
Salter Path	Carteret	16	2%
Saluda	Polk	75	2%
Salvo	Dare	28	2%
Sandy Creek	Brunswick	10	2%
Sandyfield	Columbus	24	2%
Sandy Ridge	Stokes	85	2%
Sanford	Lee	53	2%
Sapphire	Transylvania	88	2%
Saratoga	Wilson	98	2%
Sawmills	Caldwell	14	2%
Saxapahaw	Alamance	1	2%
Scaly Mountain	Macon	56	2%
Scotland Neck	Halifax	42	2%
Scotts	Iredell	49	2%
Scottville	Ashe	6	2%
Scranton	Hyde	48	2%
Seaboard	Northampton	66	2%
Seagrove	Randolph	76	2%
Sealevel	Carteret	16	2%
Sedalia	Guilford	41	2%
Selma	Johnston	51	2%
Semora	Caswell	17	2%
Seven Devils	Avery &	6	2%
	*Watauga	95	2%
Seven Springs	Wayne	96	2%
Severn	Northampton	66	2%
Seymour Johnson Air Force Base	Wayne	96	2%
Shady Forest	Brunswick	10	2%
Shallotte	Brunswick	10	2%
Shannon	Robeson	78	2%
Sharpsburg	*Nash	64	2%
	Edgecombe &	33	2%
	Wilson	98	2%
Shawsboro	Currituck	27	2%
Shelby	Cleveland	23	2%
Sherrills Ford	Catawba	18	2%
Shiloh	Camden	15	2%
Siler City	Chatham	19	2%
Siloam	Surry	86	2%
Simpson	Pitt	74	2%
Sims	Wilson	98	2%
Skyland	Buncombe	11	2%
Sloop Point	Pender	71	2%
Smithfield	Johnston	51	2%
Smyrna	Carteret	16	2%
Sneads Ferry	Onslow	67	2%
Snow Camp	Alamance	1	2%
Snow Hill	Greene	40	2%
Sophia	Randolph	76	2%
South Mills	Camden	15	2%
Southern Pines	Moore	63	2%
Southern Shores	Dare	28	2%
Southmont	Davidson	29	2%
Southport	Brunswick	10	2%
Sparta	Alleghany	3	2%
Speed	Edgecombe	33	2%
Spencer	Rowan	80	2%
Spencer Mountain	Gaston	36	2%
Spindale	Rutherford	81	2%
Spot	Currituck	27	2%
Spring Hope	Nash	64	2%
Spring Lake	Cumberland	26	2%
Spruce Pine	Mitchell	61	2%
St. James	Brunswick	10	2%
Stacy	Carteret	16	2%
Staley	Randolph	76	2%
Stallings	Union	90	2%
Stanfield	Stanly	84	2%
Stanley	Gaston	36	2%
Stantonsburg	Wilson	98	2%
Star	Montgomery	62	2%
State Road	Surry	86	2%
Statesville	Iredell	49	2%
Stedman	Cumberland	26	2%
Stella	Carteret	16	2%
Stem	Granville	39	2%
Stokes	Pitt	74	2%
Stokesdale	Guilford	41	2%
Stoneville	Rockingham	79	2%
Stonewall	Pamlico	69	2%
Stony Point	Alexander	2	2%
Stovall	Granville	39	2%
Stumpy Point	Dare	28	2%
Sugar Grove	Watauga	95	2%
Suit	Cherokee	20	2%
Summerfield	Guilford	41	2%
Sunbury	Gates	37	2%
Sunset Beach	Brunswick	10	2%
Supply	Brunswick	10	2%
Surf City	Pender	71	2%
Swannanoa	Buncombe	11	2%
Swan Quarter	Hyde	48	2%
Swansboro	Onslow	67	2%
Swepsonville	Alamance	1	2%
Sylva	Jackson	50	2%
Tabor City	Columbus	24	2%
Tapoco	Graham	38	2%
Tar Heel	Bladen	9	2%
Tarboro	Edgecombe	33	2%
Taylorsville	Alexander	2	2%
Taylortown	Moore	63	2%
Teachey	Duplin	31	2%
Terrell	Catawba	18	2%
Thomasville	Davidson	29	2%
Thurmond	Wilkes	97	2%
Tillery	Halifax	42	2%
Timberlake	Person	73	2%
Toast	Surry	86	2%
Tobaccoville	Forsyth	34	2%
Todd	*Ashe &	5	2%
	Watauga	95	2%
Tomahawk	Sampson	82	2%
Topsail Beach	Pender	71	2%
Topton	Cherokee	20	2%
Townsville	Vance	91	2%
Traphill	Wilkes	97	2%
Trenton	Jones	52	2%
Trent Woods	Craven	25	2%
Trinity	Randolph	76	2%
Triplett	Watauga	95	2%
Troutman	Iredell	49	2%
Troy	Montgomery	62	2%
Tryon	Polk	75	2%
Tuckasegee	Jackson	50	2%
Turkey	Sampson	82	2%
Turnersburg	Iredell	49	2%
Tuxedo	Henderson	45	2%
Tyner	Chowan	21	2%
Unaka	Cherokee	20	2%
Union	Hertford	46	2%
Union Grove	Iredell	49	2%
Union Mills	Rutherford	81	2%
Unionville	Union	90	2%
Valdese	Burke	12	2%
Vale	Lincoln	55	2%
Valle Crucis	Watauga	95	2%
Vanceboro	Craven	25	2%
Vandemere	Pamlico	69	2%
Varnamtown	Brunswick	10	2%
Vass	Moore	63	2%
Vaughan	Warren	93	2%
Verona	Onslow	67	2%
Viewmont	Catawba	18	2%
Vilas	Watauga	95	2%
Waco	Cleveland	23	2%
Wade	Cumberland	26	2%
Wadesboro	Anson	4	2%
Wagram	Scotland	83	2%
Wake Forest	Wake	92	2%
Wakula	Robeson	78	2%
Walkertown	Forsyth	34	2%
Wallace	*Duplin &	31	2%
	Pender	71	2%
Wallburg	Davidson	29	2%
Walnut	Madison	57	2%
Walnut Cove	Stokes	85	2%
Walnut Creek	Wayne	96	2%
Walstonburg	Greene	40	2%
Wanchese	Dare	28	2%
Warne	Clay	22	2%
Warrensville	Ashe	5	2%
Warrenton	Warren	93	2%
Warsaw	Duplin	31	2%
Washington	Beaufort	7	2%
Washington Park	Beaufort	7	2%
Watha	Pender	71	2%
Waves	Dare	28	2%
Waxhaw	Union	90	2%
Waynesville	Haywood	44	2%
Weaverville	Buncombe	11	2%
Webster	Jackson	50	2%
Weddington	Union	90	2%
Weeksville	Pasquotank	70	2%
Welcome	Davidson	29	2%
Weldon	Halifax	42	2%
Wendell	Wake	92	2%
Wentworth	Rockingham	79	2%
Wesley Chapel	Union	90	2%
West Concord	Cabarrus	13	2%
West End	Moore	63	2%
Westfield	Surry	86	2%
West Jefferson	Ashe	5	2%
Whispering Pines	Moore	63	2%
Whitakers	*Edgecombe	33	2%
	& Nash	64	2%
Whitehead	Alleghany	3	2%
White Lake	Bladen	9	2%
White Oak	Bladen	9	2%
White Plains	Surry	86	2%
Whiteville	Columbus	24	2%
Whitnel	Caldwell	14	2%
Whitsett	Guilford	41	2%
Whittier	*Jackson &	50	2%
	Swain	87	2%
Wilbar	Wilkes	97	2%
Wildwood	Carteret	16	2%
Wilkesboro	Wilkes	97	2%
Willard	Pender	71	2%
Williamston	Martin	58	2%
Williston	Carteret	16	2%
Willow Springs	Wake	92	2%
Wilmington	New Hanover	65	2%
Wilson	Wilson	98	2%
Wilson's Mills	Johnston	51	2%
Windsor	Bertie	8	2%
Winfall	Perquimans	72	2%
Wingate	Union	90	2%
Winnabow	Brunswick	10	2%
Winston-Salem	Forsyth	34	2%
Winterville	Pitt	74	2%
Winton	Hertford	46	2%
Wise	Warren	93	2%
Woodland	Northampton	66	2%
Woodfin	Buncombe	11	2%
Woodleaf	Rowan	80	2%
Woodsdale	Person	73	2%
Woodville	Bertie	8	2%
Worthville	Randolph	76	2%
Wrightsville Beach	New Hanover	65	2%
Yadkinville	Yadkin	99	2%
Yanceyville	Caswell	17	2%
Yaupon Beach	Brunswick	10	2%
Youngsville	Franklin	35	2%
Zebulon	Wake	92	2%
Zionville	Watauga	95	2%
Zirconia	Henderson	45	2%

***Use this county if you are unsure of the county in which the business is located.**

QRG 3: 1099 Codes List

1099 CODE	ABBREVIATED DESCRIPTION	DESCRIPTION
B1	1099-M-ATT	1099-GROSS PAYMENTS TO ATTORNEYS
G1	1099-G-UNEMPLOY	1099-GOVERNMENT-UNEMPLOYMENT COMPENSATION
G2	1099-G-T REFUND	1099-GOVERNMENT-STATE OR LOCAL TAX REFUNDS
G4	1099-G-TAX WHLD	1099-GOVERNMENT-FEDERAL INCOME WITHHELD
G5	1099-G-INDEBTED	1099-GOVERNMENT-DISCHARGE OF INDEBTEDNESS
G6	1099-G-GRANTS	1099-GOVERNMENT-TAXABLE GRANTS
G7	1099-G-AGR PMTS	1099-GOVERNMENT-AGRICULTURE PAYMENTS
I1	1099-I-INT EARN	1099-INTEREST INCOME-EARNINGS FROM SAVINGS & LOAN ASSN.,CR. UNION, BANK DEPOSITS, BEARER CERTIFICATES OF DEPOSIT, ETC.
I2	1099-I EARLY WD	1099-INTEREST INCOME-EARLY WITHDRAWAL PENALTY
I3	1099-I-US BONDS	1099-INTEREST INCOME-US SAVING BONDS, ETC
I4	1099-I-TAX WHLD	1099-INTEREST INCOME-FEDERAL INCOME TAX WITHHELD
I5	1099-I-FOREIGN	1099-I-FOREIGN TAX PAID
I6	1099-I-US POSSN	1099-INTEREST INCOME-FOREIGN COUNTRY OR U.S. POSSESSION
M0	1099-M-CROP INS	1099-MISCELLANEOUS-CROP INSURANCE PROCEEDS
M1	1099-M-RENTS	1099-MISCELLANEOUS-RENTS
M2	1099-M-ROYALTY	1099-MISCELLANEOUS-ROYALTIES
M3	1099-M-PRIZE/AW	1099-MISCELLANEOUS-PRIZES AND AWARDS
M4	1099-M TAX WHLD	1099-MISCELLANEOUS-FEDERAL TAX WITHHELD
M5	1099-M-BOAT PRO	1099-MISCELLANEOUS-FISHING BOAT PROCEEDS
M6	1099-M-MED HLTH	1099-MISCELLANEOUS-MEDICAL AND HEALTH CARE PAYMENTS
M7	1099-M-NON-EMP	1099-MISCELLANEOUS NONEMPLOYEE COMPENSATION
M8	1099-M-SUBS PMT	1099-MISCELLANEOUS-SUBSTITUTE PAYMENTS IN LIEU OF DIVIDENDS AND INTEREST
NO	NOT 1099	NOT APPLICABLE TO 1099
ST	STATE WITHHOLD	CODE USED TO IDENTIFY PAYMENTS SUBJECT TO STATE REPORTING & WITHHOLDING, BUT NOT SUBJECT TO FEDERAL REPORTS
99	0 DOLLAR CODE	0 DOLLAR CODE FOR OFFSET ENTRY

QRG 4: Frequently Used Acronyms

AFF	Available Funds File
AIM	Agency Implementation Methodology
AIT	Agency Implementation Team
BC	Budgetary Control
BPM	Budget Preparation Module
BPS	Budget Preparation System
BRS	Budget Revision System
CAFR	Comprehensive Annual Financial Report
CBT	Computer-Based Training
CFDA	Catalog of Federal Domestic Assistance
CFF	Core Financial Functions
COA	Chart of Accounts
CPMS	Construction and Property Management System
DASD	Data Access Storage Device
DSS	Decision Support System
FA	Fixed Assets
FC	Financial Controller
FCP	FOUNDATION for Cooperative Processing
FMS	Facilities Management System
FRC	Federal Reimbursement Code
FSMP	Financial Systems Master Plan
GEAC	GEAC Software
GL	General Ledger
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
IE	Information Expert
IRM	Information Resources Management
IRMC	Information Resources Management Commission
JE	Journal Entries
JV	Journal Voucher
MARS\G	GEAC Government Package
NCAPS	North Carolina Automated Purchasing System
NCAS	North Carolina Accounting System
OSBM	Office of the State Budget and Management
OSC	Office of State Controller
P&C	Purchase and Contract Division
PMIS	Personnel Management Information System
RCC	Responsibility Cost Center
RFP	Request for Proposal
RFQ	Request for Quotation
SBM	Suspended Batch Master
ITS	Information Technology Services
SRS	Salary Reserve System

QRG 5: Accounts Payable Control Group Header

See the following Control Group Header sheet.

Agency Name

Accounts Payable Control Group Header

PAYING ENTITY ☐ ______ ☐ ______

☐ ______ **Other** ______

ENTRY METHOD

☐ DIRECT INVOICES

☐ MATCHING INVOICES

☐ EMPLOYEE INVOICES

CONTROL GROUP DATE: ______________________________

CONTROL GROUP NUMBER: ______________________________

OPERATOR ID: ________________ ________________

DBS # Initials

	INVOICE NUMBER	NUMBER OF DOCUMENTS	AMOUNT
PER TAPE			
ADJUSTMENTS			
AMOUNT ENTERED			

QRG 6: Reimbursement of Travel and Other Expenses Incurred in the Discharge of Official Duty

See the following Employee Reimbursement sheet.

REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES INCURRED IN THE DISCHARGE OF OFFICIAL DUTY

INSTRUCTIONS TO CLAIMANT: Submit one original to Accounting. Attach all necessary receipts and other supporting documents to this form. Retain one (1) copy for your records. Please complete AMOUNT, COMPANY , ACCOUNT, and CENTER fields. Must be filed at lease monthly and not later than 30 days after month ends. Must be prepared ink or typed.

Payee's Name (First, Middle Initial, Last)	Division/Section	Soc. Sec. #
Payee's Address (Street)	Title	Headquarters (City)
(City, State, Zip)	Period Covered by this Request (from/to)	

Under penalties of perjury, I certify this is a true and accurate statement of the city of lodging, expenses and allowances incurred in the service of the State.

I have examined this reimbursement request and certify that it is just and reasonable.

(Claimant) (Date) (Supervisor) (Date)

NOTE: ORIGINAL SIGNATURE AND DATES ARE REQUIRED FOR PROCESSING

Accounting Office Use Only

Pay Entity: **Control #:** **Expense Voucher No.:**

Payment Due Date: < OR >> **Terms Code:**

REMIT MESSAGE: (Write check disposition instructions on this line.)

Line No.	**AMOUNT**	**COMPANY**	**ACCOUNT**	**CENTER**	**ACCRUAL CODE**
0001					
0002					
0003					
0004					
Total Expense					
Less Advance					
Tot. Due (Owe)					

Approved as to proper travel chargeable to above accounting code verified as conforming to authorized reimbursable expenses.

A/P Accountant

	Travel (show each city visited)		Transportation				Subsistence				Misc. Expenses	
Day	from	to	1	In-	Out-of-	Out-of	2	In-State	Out-of-State	Out-of Country	Explanation	Amount
			G				B					
Depart			A				L					
Arrive			O				D					
Daily Private Car Mileage @ /mi			P				H					
Daily Private Car Mileage @ /mi			P				**tot**					
			G				B					
Depart			A				L					
Arrive			O				D					
Daily Private Car Mileage @ /mi			P				H					
Daily Private Car Mileage @ /mi			P				**tot**					
GRAND TOTALS												

(1) Mode of Travel:
P - Private Car
A - Air
G - Ground, rail, bus, taxi, parking fees
O - Other

(2) Type of Subsistence:
B - Breakfast
L - Lunch
D - Dinner
H - Housing (Room)

NOTE: Daily total of subsistence not to exceed authorized amount for in-state or out-of-state travel.

QRG 7: Employee Advance Request

See the following Employee Advance sheet.

Enter your Agency Name Here
EMPLOYEE ADVANCE REQUEST

INSTRUCTIONS TO REQUESTER:

Enter data in green areas. Submit original to be received in Accounts Payable ten working days prior to date travel begins in order for the check to be available five working days prior to travel beginning date.

Payee's Name (First, Middle Initial, Last)	Division
Payee's Home Address	EMPLOYEE SOC. SEC. #

Purpose :

Has budget authorization been approved for this trip? ( ) YES ( ) NO

Destination

Advance Request #1	( ) **Subsistence**	Date Advance Needed 00/00/00	Date Travel Begins 00/00/00
PAY ENTITY			

COMPANY	ACCOUNT	CENTER	AMOUNT

Advance Request #2	( ) **Airfare**	Date Advance Needed 00/00/00
PAY ENTITY		

COMPANY	ACCOUNT	CENTER	AMOUNT

Advance Request #3	( ) **Registration Fee**	Date Advance Needed 00/00/00
PAY ENTITY		

COMPANY	ACCOUNT	CENTER	AMOUNT

I certify that funds requested hereon are to be used for the purpose stated. I further certify that any funds advanced to me will be repaid immediately on request from Agency authorities and that any funds advanced will be repaid prior to my last day of employment should I terminate my employment for any reason.

REQUESTER	DATE	AUTHORIZED SIGNATURE	DATE

QRG 8: Agency Name Cash Disbursements Code Sheet

See the following Accounting Code sheet.

AGENCY NAME

CASH DISBURSEMENTS CODE SHEET

Invoice Number

Buy Entity (Matching Inv Only)

Invoice Date

PO Number

Vendor Number

Grp Nbr

Terms Code <or> Due Date

Vendor Name

Voucher Nbr

Remit Code/Message

Amount	DR/ CR	(4 char) Company	(Max 11 char) Account	(Max 12 char) Center	(Direct Invoices Only) NCAS Item Number	1099 Code	Accrual Code

	Sales Tax Amt	Comments:	Prepared by:	
	Freight Amt		Approved by:	
	Gross Amt		Entered by:	

Accounting Control Use Only: Pay Entity: Control Grp Nbr: Control Grp Date:

QRG 9: Accounts Payable Control Batch Log

See the following Control Batch Log sheet.

Accounts Payable Control Batch Log Form

Agency Name: ______________________________

Paying Entity	Control Group Date	Control Group Number	Operator ID:		Number of Documents	Amount	
			DBS #	Initials			

QRG 10: Expense Accrual Indicators

Mini-Chart of Accounts Indicator	Accrual Account	Account Description	Old DAS Control
ACC	211999	Accounts Payable Accrual Clearing	6904
A10	211100	Accounts Payable	30XX 31XX
A11	211110	Due to Employees	3192
A12	211210	Accrued Salaries and Wages	3151
A13	211220	Withholdings and Employer Matching Payable	3152
A14	211230	Payroll Garnishment Payable	N/A
A15	211240	Central Payroll Clearing	N/A
A16	211310	Local Government Payable	3120
A17	211320	Federal Agency Payable	313X
A18	211910	Obligation for Workers Compensation	323X
A19	211920	Accrued Vacation	341X
A20	211930	Health Benefits Clearing	N/A
A21	211940	Accrued Sales Tax Payable	3191
A22	211950	1099 Withholding	N/A
A23	211960	Escheats Payable	N/A
A24	211970	Federal Funds Payable Clearing	N/A
A25	212310	Intra-Gov’t Payable - Due to General Fund	3560
A26	212311	Intra-Gov’t Payable - Due to Special Revenue Fund	3561
A27	212312	Intra-Gov’t Payable - Due to Debt Service Fund	3562
A28	212313	Intra-Gov’t Payable - Due to Capital Improvement Fund	3563
A29	212314	Intra-Gov’t Payable - Due to Enterprise Fund	3564
A30	212315	Intra-Gov’t Payable - Due to Internal Service Fund	3565
A31	212316	Intra-Gov’t Payable - Due to Expendable Trust Fund	3566
A32	212317	Intra-Gov’t Payable - Due to Nonexpendable Trust Fund	3567
A33	212318	Intra-Gov’t Payable - Due to Pension Trust Fund	3568
A34	212319	Intra-Gov’t Payable - Due to Agency Fund	3569
A35	212410	Inter-Gov’t Payable - Due to General Fund	3570
A36	212411	Inter-Gov’t Payable - Due to Special Revenue Fund	3571
A37	212412	Inter-Gov’t Payable - Due to Debt Service Fund	3572
A38	212413	Inter-Gov’t Payable - Due to Capital Improvement Fund	3573
A39	212414	Inter-Gov’t Payable - Due to Enterprise Fund	3574
A40	212415	Inter-Gov’t Payable - Due to Internal Service Fund	3575
A41	212416	Inter-Gov’t Payable - Due to Expendable Trust Fund	3576

Mini-Chart of Accounts Indicator	Accrual Account	Account Description	Old DAS Control
A42	212417	Inter-Gov't Payable - Due to Nonexpendable Trust Fund	3577
A43	212418	Inter-Gov't Payable - Due to Pension Trust Fund	3578
A44	212419	Inter-Gov't Payable - Due to Agency Fund	3579
A45	212500	Due to Primary Government Agencies	3581
A46	212600	Due to Component Units	3582 3140
A47	216220	Accrued Interest Payable	N/A
A48	217110	Deposits Payable - Contract Retainage	3320 332X
A49	217120	Deposits Payable - Federal Government	335X
A50	217130	Deposits Payable - NC Funds and Government Units	336X
A51	217140	Deposits Payable - Patient Deposits	3311
A52	217150	Deposits Payable - Student Deposits	3312
A53	217160	Deposits Payable - Tenants Deposits	3313
A54	217170	Deposits Payable - Due to Deferred Compensation Plan Participants	3371
A55	217190	Deposits Payable - Funds Held for Others	338X, 33XX, 331X, 3319, 339X

QRG 11: Accounts Payable Matching Screens

Screen	Description
Invoice Matching (IMP)	Collects identifying information about the invoice and the PO you want to match. Creates the invoice header and the related records.
Purchase Order Finder (POF)	Use *Purchase Order Finder (POF)* screen to identify a matching PO. Lists open purchase orders issued to the vendor referenced on *the Invoice Matching Screen (IMP)*. When you select a PO from the list, the system redisplays *IMP* with the information about the order.
Invoice Line Audit (ILA)	Lists PO lines open to invoicing and collects invoice information.
Invoice Worksheet (IWS)	When matching, you can use this screen to record additional information or change certain information entered on the PO. It is also used when you are entering an invoice directly into the system.
Document Level Comments (DLC)	Provides space for you to write comments about the invoice you are matching.
Invoice Reapplication Work Queue (IRQ)	Lists invoices passed to the purchasing department for review or awaiting signature verification. When you receive processing instructions, select the document from the list and either pay the document as is or process it and reaudit.
Invoice Exception Comments (IEC)	Provides space for you to write comments to the buyer when passing an invoice header or line exception
View Exception Comments (VEC)	Lists all invoices associated with an invoice header or line exception. AP and Purchasing comments appear on the same screen.
Invoice Delivery Audit (IDA)	List receipts open to invoicing and collects invoice information.

QRG 12: Related Purchasing Inquiry Screens

Screen	Description
PO Comment Inquiry (PCI)	Displays the purchasing staff's comments about a PO.
PO Line Inquiry Selection (PLI)	Lists briefs identifying information about PO lines. You select a line and a specific PO inquiry screen for reviewing additional information about the line. You can access the following information through this screen: - General information: *PO Line General Information (PLG)* - Item information: *PO Line Ordered Item Information (PLO)* - Invoice controls: *PO Line Receipt/Invoice Controls (PLC)* - Financial data: *PO Line Financial Information (PLF)* - Permit-to-pay calculations: *PO Invoice Matching Information (PMI)* - Summary of order, receipt, inspection and invoice information: *PO Line Receipt/Invoice Information (PLR)*

QRG 13: Zero Dollar Payment Authorization Form

See the following Zero Dollar Payment Authorization Form

Date: ____________________

To:
NCAS Support Services (Helpdesk)
Financial Systems Division
Office of the State Controller
Phone # : (919) 875-HELP (4357)
Fax #: (919) 981-5561

From:
____
Name
____
Title
____
Agency
____
Phone Number

______________________________________ authorizes the NCAS Support Services to
Agency Name

temporarily change the Zero Dollar Payment Option on screen BAC for BAP code ________.

We understand that this policy will allow all zero dollar checks within this BAP code to be paid for one day.

____
Signature

____
Date

This change authorization form was received by:

Helpdesk Staff Member: ________________________ Date: ________________

Time agency was called: ______________

QRG 14: Information Technology Project Accounting

Overview

To meet the requirements of G.S. 143B-472.64 (Senate Bill 222, 1999 Session), OSC implemented the General Ledger (GL) project accounting option within the North Carolina Accounting System (NCAS) to identify encumbrances and expenditures for specific information technology (IT) projects. This new process became available July 1, 2000 and facilitates IT reporting at a statewide level.

Project accounting entails entering a project company and project code in addition to the accounting distribution on an invoice line, employee reimbursement screen, PO line, requisition line, journal voucher line, or procurement card module transaction. When the detail transaction is extracted and posted to GL, the system posts an additional entry to the project company and project code. Project accounting creates a sub-ledger within GL under the project company. All GL inquiry and reporting functions are available for the project company. Project accounting is not available for inventory module transactions.

Additionally, journal voucher entries may be keyed directly to the project company. This procedure allows an agency to record a summary entry for each IT project at month-end instead of marking each IT related transaction during the month.

Each agency has its own project company and project codes. Data from the project companies will be incorporated into the *Information Technology Expenditures Report* on a quarterly basis.

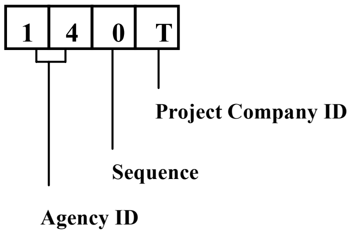
Identifying an IT project

As defined by G. S. 143B-472.40A, information technology projects are those related to electronic data processing or telecommunications. Project codes are assigned to “significant” IT projects only. Significant IT projects are those projects/existing applications that meet one of the following criteria:

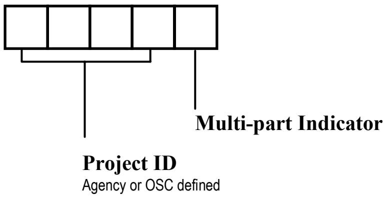
- An application development project estimated to cost at least $2 million. This includes all projects currently on the IRMC Statewide Projects List as well as any new projects coming before the IRMC for certification.
- An application development project costing at least $2 million that was completed during fiscal year 2000.
- An existing application determined to be “mission critical” by the State Auditor and selected for the Y2K audit review process.

Assigning the Project Company and Code

Each agency has its own **project company**. The project company is comprised of four digits. The project company for OSC is displayed below:



Each significant IT project is assigned its own **project code** by OSC during implementation or as part of the Information Resource Management (IRM) project certification process. The project code is comprised of five digits:



Positions 1-4 of the project code are alphanumeric. To make the code more meaningful, an agency can request specific values for portions of the code. OSC's policy is to honor all agency requests; however, project codes must be unique statewide. If an agency does not request a specific value or if the requested value is already in use, OSC assigns an available numeric value as the project code.

Position 5 of the project code indicates a multi-part project or a project phase. All project codes end in zero unless they are a part of a larger multi-phase project.

Validating the COA within a Project Company

The project company uses the Dynamic Generate Option which automatically adds centers to accounts to create valid account-center combinations for posting. This option decreases the work involved in setting up and maintaining the project company chart of accounts. The Dynamic Generate function replaces the center validation process that occurs online through GL screen 287.

During GL posting, the Dynamic Generate function creates a company/account/center combination when the following two criteria are met:

- The account is valid within the project company.

  This process occurs on GL screen 286. If the account is not valid within the project company, the system displays the message FC1154 PROJECT ACCOUNT NOT FOUND ON GL OPEN YEARS FILE.

- The center is designated as available for Dynamic Generate within the project company.

  Centers added on GL screen 288 with a Type code of 'C' are available for Dynamic Generate.

> OSC adds the project code on GL screen 288 as part of the project code approval process. The Dynamic Generate function adds centers to existing project company/account combinations. As a result, agency users will not have security to GL screens 287 and 288 for the project company.

When a new project company is established, the OSC adds all non-budgetary accounts (all accounts except class 6 and 7) that are valid within an agency's other companies to the project company. Agencies, however, are responsible for adding any new non-budgetary accounts to the project company. Missing account family members (except class 6 and 7 accounts) will generate suspense entries within the project company.

> Suspense entries will only be created if the account in the accounting distribution (company/account/center) is not valid for the project company.

Deciding Between Marking Transactions or Posting Summary Entries

Each agency must decide the best method to post activity against the project company and codes. The method to select depends upon the type of activity and the structure of the agency GL center field. The two methods are:

- Marking individual document lines with a project company and code

  Under this method an agency user decides on each transaction line if this activity is for a specified IT project. The transaction may be an invoice line, a PO line, a requisition line, or a journal voucher line. The advantage of this method is that it allows NCAS to generate the additional entries to the project company. The disadvantage of this method is that there is more chance for error in forgetting to identify project costs.

- Keying summary entries directly to the project company through the JV screen

  This method is easier when IT project costs are identified through a GL center or GL center element. The BD701 Org Mask report can be used to identify the IT project activity. Under this method, the agency keys a manual JV entry using the project company as the GL company and the project code as the GL center. The advantage of this method is that it is easy to determine that all IT project costs are posted to the project company and code. The disadvantage is that additional JV entries must be keyed into NCAS. However, only one entry per IT project is needed each month summarizing that month's activity.

Financial interfaces into NCAS may also post entries directly to the project company or include a project company and code on each interface transaction line. An agency may decide that each method is best for specific types of activity. If both methods are used, the agency must be careful to avoid double-posting activity to the project company.

Entering a Project Company and Code on a Document Line

To identify an individual transaction as an IT project expenditure means entering the project company and code on a document line. The project company and project code fields are available on all the primary NCAS input screens within the AP, PS, and BC modules. These fields are in addition to the GL accounting distribution fields. Only valid codes are permitted in the project company and code fields. Invalid codes produce one of the following system error messages:

- FC1151 Edit Rules Record for Project Company not Found on GL Custom Ctrl File

  This error message means that the user is keying an invalid project company into the project company field.

- FC1156 Project Center Description Record not Found for Dynamic Generate Option

  This error message means that the user is keying an invalid project code into the project code field.

The project company and project code field values are automatically carried forward from a requisition line to a PO line and from the PO line to the invoice line during processing. In addition, the project company and project code can be entered on direct PO lines, direct invoices, journal voucher lines, procurement card module reconciliation transactions, and employee reimbursements.

> On the Employee Worksheet screens, the project company and project code are titled **Trip Company** and **Trip Code**. All other screens have these fields titled **Project Company** and **Project Code**.

Refer to the end of this reference guide for samples of all applicable NCAS input screens and the location of the project company and project code fields.

Understanding How NCAS Generates the Project Accounting Transactions

Entering a project company and project code in the project fields on a document line makes no system entries until the transaction is extracted and posted into General Ledger during overnight production processing. All processing for the project company occurs inside the GL module. Until the transaction is received by GL, the project company and project code are treated like special description fields.

Once GL recognizes values in the Project Company and Project Code fields, it extracts the project information and creates additional accounting entries. These additional entries are posted to the project company. In order to post entries to the project company, GL creates an accounting distribution by overlaying the originating transaction's company and center with the project company and project code. For example an invoice line is keyed with the following values:

• Company/Account/Center	1401 / 533110 / 10001000 (DR)
With Project Company/Code	140T / OPC00

Within Financial Controller (FC) the system applies the appropriate accounting rule and passes the following two entries to GL:

- Company/Account/Center 1401 / 033110 / 10001000 (DR)
  With Project Company/Code 140T / OPC00

- Company/Account/Center 1401 / 030000 / 1000 (CR)
  With Project Company/Code 140T / OPC00

From these two transactions, GL posts the following four entries:

- Debit to 1401 / 033110 / 10001000
- Credit to 1401 / 030000 / 1000
- Debit to 140T / 033110 / OPC00
- Credit to 140T / 030000 / OPC00

Similar processing occurs for all transaction types which include a project company and project code. The system generates offsets to the project company entries in the same manner as other GL company entries.

> The project company is a valid GL company. Keying a project company into the GL company field on any transaction screen invokes normal GL processing. **Do not enter a project company accounting distribution into the GL accounting distribution fields within the AP or PS screens**.
>
> A project company accounting distribution may be entered into the GL accounting distribution fields on BC screens for the following two reasons only:
>
> 1) To correct a suspense balance within the project company
>
> 2) To manually post activity against the project company account balances

Posting IT Project Costs through a JV Entry

The process to key a JV entry directly against a project company is identical to keying an entry to a GL company. In the project company accounting key, the project company replaces the GL company and the 5-digit project code replaces GL center.

For example, an agency has one significant IT project which is identified in its COA by fund number 1200 Data Warehouse Project. During July, the agency accumulated the following expenditures within the GL company 5601:

Center 1200100 Data Warehouse Project Administration

Account 531211 SPA Salaries	$ 75,000
Account 531511 Social Security Contributions	$ 5,250

Center 1200200 Data Warehouse Project Supplies and Services

Account 532140 Systems Integration	$100,000
Account 532821 Computer/DP Services	$ 19,000

Center 1200300 Data Warehouse Project Equipment

Account 532522 Rent/Lease DP Equip	$ 15,000
Account 534522 Equip-Computers	$ 55,000

If the Project Company is 560T and the Project Code assigned to the Data Warehouse Project is 12340, the JV to enter the costs directly to the project company is:

Document ID: **5631**00001
Data Type 2

Company	*Account*	*Center*	*Amount*	*DR/CR*	*Description*	*Rule*
560T	531211	12340	75,000	DR	Post EOM activity	31
560T	531511	12340	5,250	DR	Post EOM activity	31
560T	532140	12340	100,000	DR	Post EOM activity	31
560T	532522	12340	15,000	DR	Post EOM activity	31
560T	532821	12340	19,000	DR	Post EOM activity	31
560T	534522	12340	55,000	DR	Post EOM activity	31
560T	111250	12340	269,250	CR	Post EOM activity	31

The offset to the project company entries is account 111250 Disbursing Cash. The balance in the project company disbursing cash account does not have to be reconciled or reclassified to another cash account at month-end. Project company entries are excluded from all cash reports (BD701, BD702, BD800, etc.)

When keying a manual JV entry directly to the project company, enter the project company/account/center in the normal GL distribution fields. Do not enter values in the Project Comp/Code fields. That would generate double entries to the project company.

Identifying Costs to an IT Project

When identifying costs to an IT project, that IT project should receive only its share of the cost. An agency may have costs for IT projects or support that is not related to a significant IT project. In order to properly assign costs, an agency may need to change internal procedures, such as requiring contract vendors to bill time by project, obtaining a new ITS bill code, or adding a project code on employee reimbursement requests.

Some expenditures are difficult to assign to specific projects without a formal costing process. Examples of these expenditures include payroll and benefits, telephone expense, and data processing supplies. These types of costs do not have to be coded to a specific project when the benefit outweighs the cost of determining the amount or when the amount is immaterial.

> PMIS and Central Payroll will not be modified to accept project companies and codes at this time. Therefore, payroll and benefit costs, posted through the Central Payroll to NCAS interface, will not be allocated to IT projects. Agencies that identify IT projects through the GL center or a GL center element, may be able to record payroll costs through a manual JV entry to the project company.
>
> Employee travel advances processed through the EAR screen in the AP module should not be coded to an IT project. Only when a travel reimbursement request is matched to a travel advance should a project code be assigned to an IT project.
>
> Project codes should **not** be entered on an invoice line that is charged to any liability or clearing account (e.g., sales tax payable account - 211940)

Another transaction that should not have project codes assigned to it is any BC cash requisition entry. It would be very difficult to determine what portion of a daily cash requisition should be identified as specific to an IT project.

> As part of Accounts Payable processing, the system generates entries to the Disbursing Cash account (111250) within the project company. Since the project company is excluded from the BD800 Cash Reconciliation reporting, no cash requisition entries are required within the project company. As a result, all project companies will carry a monthly balance in the cash disbursement account, 111250.

Any NCAS expenditure account could be used to record costs for an IT project, but among the non-personnel type accounts, the following are used most often:

NCAS Account	Account Title
532140	Systems Implementation/Integration Services
532199	Miscellaneous Contracted Services
532332	Repairs-Computer Equipment
532440	Maintenance Agreement-DP Equipment
532522	Rent/Lease-DP Equipment
532523	Rent/Lease-Communications Equipment
532441	Maintenance Agreement-Software
532811	Telephone Service
532812	Telecommunications Data Charge
532813	Teleconference Charges
532814	Cellular Phone Services
532815	E-Mail and Calendaring
532821	Computer/Data Processing Services
533120	Data Processing Supplies
534522	Equipment-Computers
534528	Equipment-Communications
534710	Computer Software
534720	Mainframe Software
534730	External Develop Software

All IT costs not related to one of the significant IT projects should not be assigned a project code. Agencies are asked to use their best judgement when deciding what to mark with a project company and project code.

Each agency should review any interfaces into NCAS to determine if a project company and project code needs to be included on interface transactions. Contact the OSC Helpdesk for assistance with the location of these fields within the batch transaction layouts and with testing any changes to agency subsystem interfaces.

Correcting a Suspense Entry within a Project Company

In the project company the suspense account is **99999999899** and the suspense center is **99998**. While the Dynamic Generate function greatly eliminates error entries posting to the suspense account/center, accounting rules may generate invalid distributions or company balancing transactions to the project company.

Transactions posted to the suspense account/center in a project company are cleared by making appropriate entries in the Budgetary Control module. **When clearing suspense, enter the project company/account/center in the normal GL distribution fields. Do not enter values in the Project Comp/Code fields.** Before processing a correcting entry, however, the following error conditions must be evaluated:

- If the error occurred because the generated project company accounting distribution is correct but not valid or active on the General Ledger, the account (not the center) must be established on the agency's Chart of Accounts prior to journalizing a correcting entry.

- If the error occurred because the generated project company accounting distribution is not correct, an entry must be recorded to reflect the correct accounting distribution and the transaction must be cleared from the suspense account/center.

Budgetary Control entries to correct the suspense postings in a project company are the same as corrections for other GL companies. Project company specific versions of the suspense correction accounting rules generate the unique project company suspense distributions. The project company entries are data type 1 transactions and are processed in the following manner:

BC Document Type	**Transaction type**	**Document ID Transaction Type**	**Accounting Rule**
Journal Voucher	Cash All Others	2X* 31	30 30
Encumbrance Adjustment	Purchasing 83XXXX Accounts Payable 03XXXX	38	43 44

*The document ID transaction type should reflect the type of transaction originally posted to the suspense account/center.

> Users should be careful when processing a BC document to clear suspense entries. Because the project company entry is generated within GL, it is possible that the originating entry is invalid and posts to suspense, but the project company entry is valid and posts appropriately. To avoid more posting errors, **do not enter a project company/code in the project company and project code fields of a BC document when clearing suspense** for a normal GL company suspense balance.

Processing the Suspended Batch Master File (SBM) for a Project Company

Project company transactions are generated when an originating transaction batch is posted to the General Ledger. If the originating batch goes into the SBM file instead of posting to the General Ledger, the project company transactions are not created. The Batch Proof List will report the details associated with the project company batch but will contain the following error message in the Comments section of the report:

189ERR-TO REGEN

This error message indicates that the project company transactions could not be created but will be re-generated when the originating batch is released from the SBM and posts to the General Ledger. Only the originating batch will be listed on the online SBM viewing screens and only the originating batch will need to be corrected and released from the SBM file.

Reporting against the Project Company and Month-End Reconciliation

Project company transactions are excluded from all standard CAFR, BD7xx, BD8xx, and trial balance reports. However, agencies must verify all activity has posted to the project companies. Reports that list project company activity include:

- Monthly Report on Information Technology Expenditures (BD7xx-IT)

  This report lists the current month, year to date, and life to date expenditure balances and the encumbrance balances for each project code.

- Project Company Trial Balance

  This report lists the beginning balance, monthly debits and credits, and the ending balance for all accounts within a project company/project code.

- Box Totals

  This report lists the beginning and ending balances by account type for the project company. The reporting period is each calendar month of the fiscal year. This report is used to verify that the project company is in balance and to verify that encumbrances and suspense account type balances are zero

- Detail Transaction Ledger (DAPG67 Project)

  This report lists detail transaction data to support a project company account balance.

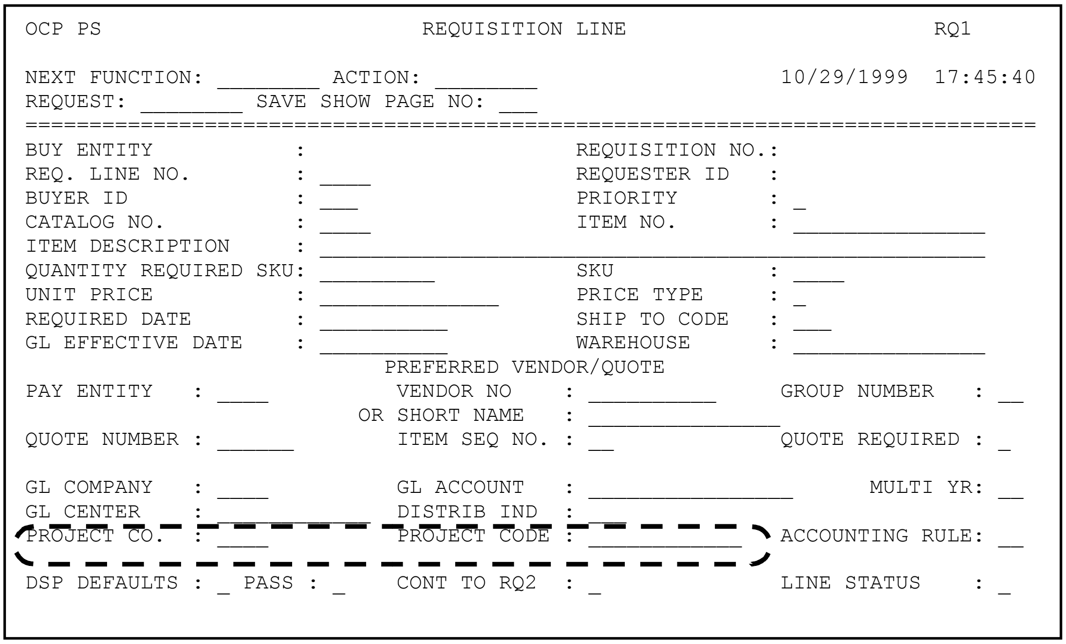
As part of the month-end reconciliation process, agencies must certify that all project company activity has posted to the general ledger. This means that:

- All unfinished documents created through the Budgetary Control module for the project company are completed and approved.
- The suspense account (Account 99999999899 / Center 99998) has a zero balance for the project company. Any suspense account entries that have effective dates for the certified period must be cleared.
- There are no project company error batches in the Suspended Batch Master (SBM) file with effective dates for the month being certified.
- The AP encumbrances and PS encumbrances listed on the Box Totals report are zero for the project company.
- The Project Company Trial Balance report is in balance (debits equal credits).

Processing Year End Entries for the Project Company

Project company transactions are reported to the IRMC on a cash basis. Project company balances are excluded from the CAFR and no year-end accrual or accrual reversal transactions are generated for project company costs.

RQ1 Requisition Line Screen



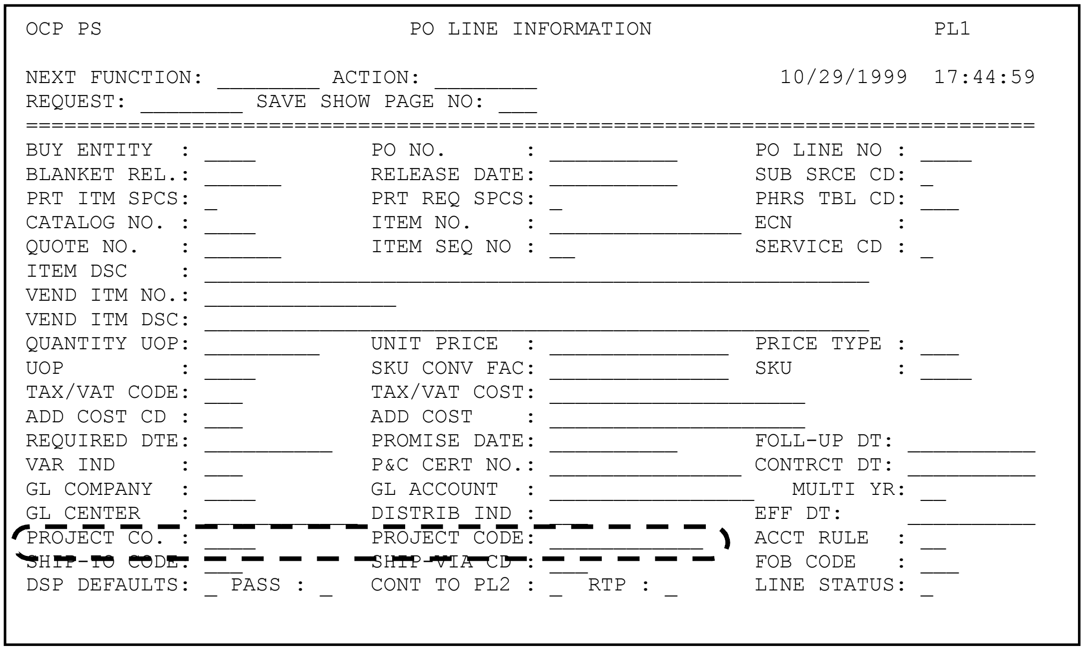
```
OCP PS                         REQUISITION LINE                         RQ1

NEXT FUNCTION: ________ ACTION: ________                    10/29/1999  17:45:40
REQUEST: ________ SAVE SHOW PAGE NO: ___
================================================================================
BUY ENTITY           :                      REQUISITION NO.:
REQ. LINE NO.        : ____                 REQUESTER ID   :
BUYER ID             : ___                  PRIORITY       : _
CATALOG NO.          : ____                 ITEM NO.       : _______________
ITEM DESCRIPTION     : _____________________________________________________
QUANTITY REQUIRED SKU: _________            SKU            : ____
UNIT PRICE           : ______________       PRICE TYPE     : _
REQUIRED DATE        : __________           SHIP TO CODE   : ___
GL EFFECTIVE DATE    : __________           WAREHOUSE      : _______________
                             PREFERRED VENDOR/QUOTE
PAY ENTITY   : ____           VENDOR NO    : __________     GROUP NUMBER   : __
                           OR SHORT NAME   : _______________
QUOTE NUMBER : ______         ITEM SEQ NO. : __             QUOTE REQUIRED : _

GL COMPANY   : ____           GL ACCOUNT   : ________________      MULTI YR: __
GL CENTER    : ____________   DISTRIB IND  : ___
PROJECT CO.  : ____           PROJECT CODE : ____________   ACCOUNTING RULE: __

DSP DEFAULTS : _ PASS : _     CONT TO RQ2  : _              LINE STATUS    : _
```

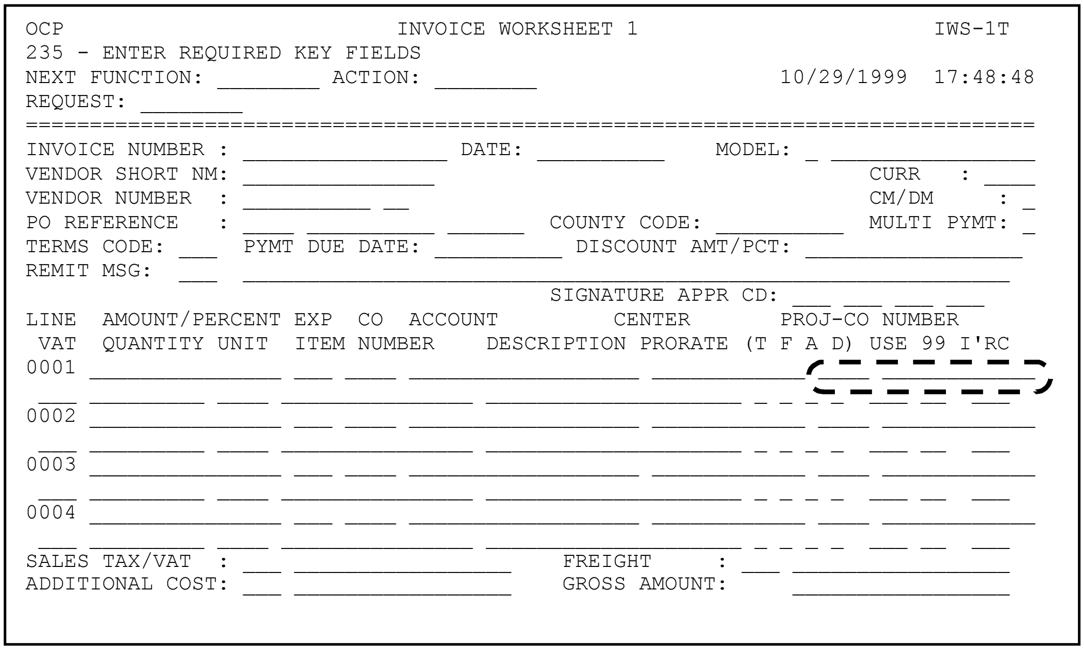
PL1 PO Line Information Screen



```
OCP PS                         PO LINE INFORMATION                      PL1

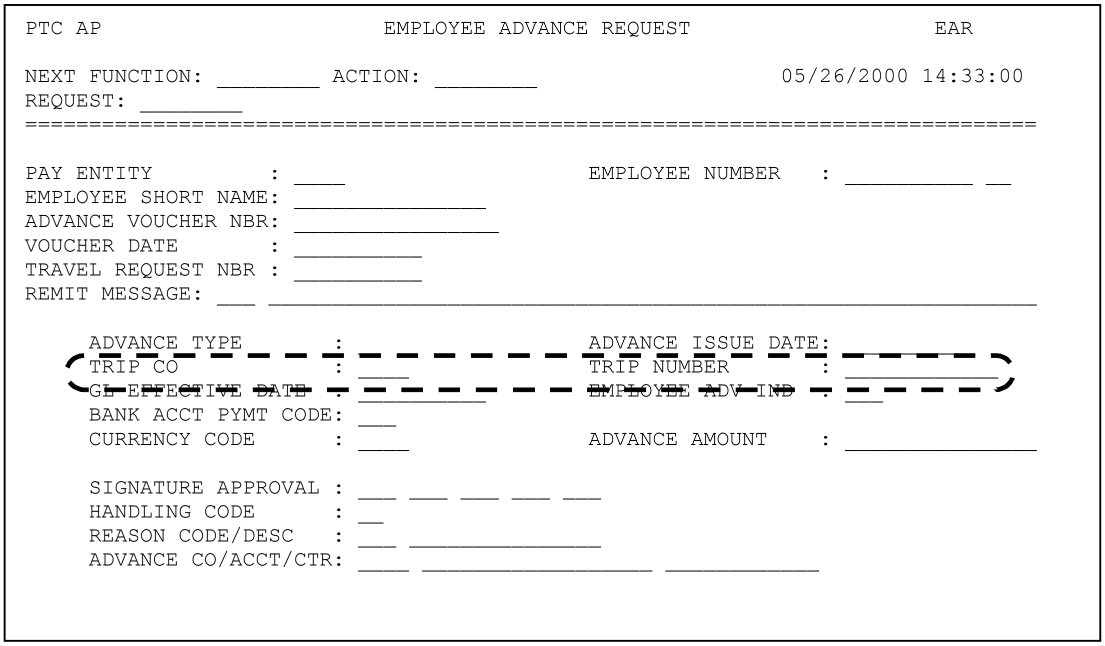
NEXT FUNCTION: ________ ACTION: ________                    10/29/1999  17:44:59
REQUEST: ________ SAVE SHOW PAGE NO: ___
================================================================================
BUY ENTITY  : ____          PO NO.      : __________      PO LINE NO : ____
BLANKET REL.: ______        RELEASE DATE: __________      SUB SRCE CD: _
PRT ITM SPCS: _             PRT REQ SPCS: _               PHRS TBL CD: ___
CATALOG NO. : ____          ITEM NO.    : _______________ ECN        :
QUOTE NO.   : ______        ITEM SEQ NO : __              SERVICE CD : _
ITEM DSC    : _____________________________________________________
VEND ITM NO.: _______________
VEND ITM DSC: _____________________________________________________
QUANTITY UOP: _________     UNIT PRICE  : ______________  PRICE TYPE : ___
UOP         : ____          SKU CONV FAC: ______________  SKU        : ____
TAX/VAT CODE: ___           TAX/VAT COST: ____________________
ADD COST CD : ___           ADD COST    : ____________________
REQUIRED DTE: __________    PROMISE DATE: __________      FOLL-UP DT: __________
VAR IND     : ___           P&C CERT NO.: _______________ CONTRCT DT: __________
GL COMPANY  : ____          GL ACCOUNT  : ________________   MULTI YR: __
GL CENTER   : ____________  DISTRIB IND : ___             EFF DT:     __________
PROJECT CO. : ____          PROJECT CODE: ____________    ACCT RULE  : __
SHIP-TO CODE: ___           SHIP-VIA CD : ___             FOB CODE   : ___
DSP DEFAULTS: _ PASS : _    CONT TO PL2 : _  RTP : _      LINE STATUS: _
```

IWS Invoice Worksheet



```
OCP                            INVOICE WORKSHEET 1                         IWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                     10/29/1999  17:48:48
REQUEST: ________
===============================================================================
INVOICE NUMBER : ________________ DATE: __________    MODEL: _ ________________
VENDOR SHORT NM: _______________                                  CURR    : ____
VENDOR NUMBER  : __________ __                                    CM/DM      : _
PO REFERENCE   : ____ __________ ______  COUNTY CODE: __________  MULTI PYMT: _
TERMS CODE: ___  PYMT DUE DATE: __________  DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___  _____________________________________________________________
                                         SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER       PROJ-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _ ___ __  ___
0002 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _  ___ __  ___
0003 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _ ___ __  ___
0004 _______________ ___ ____ __________________ ____________ ____ ____________
 ___ _________ ____ _______________ ____________________ _ _ _ _ ___ __  ___
SALES TAX/VAT  : ___ _________________    FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________    GROSS AMOUNT:     _________________
```

EAR Employee Advance Request Screen



```
PTC AP                      EMPLOYEE ADVANCE REQUEST                    EAR

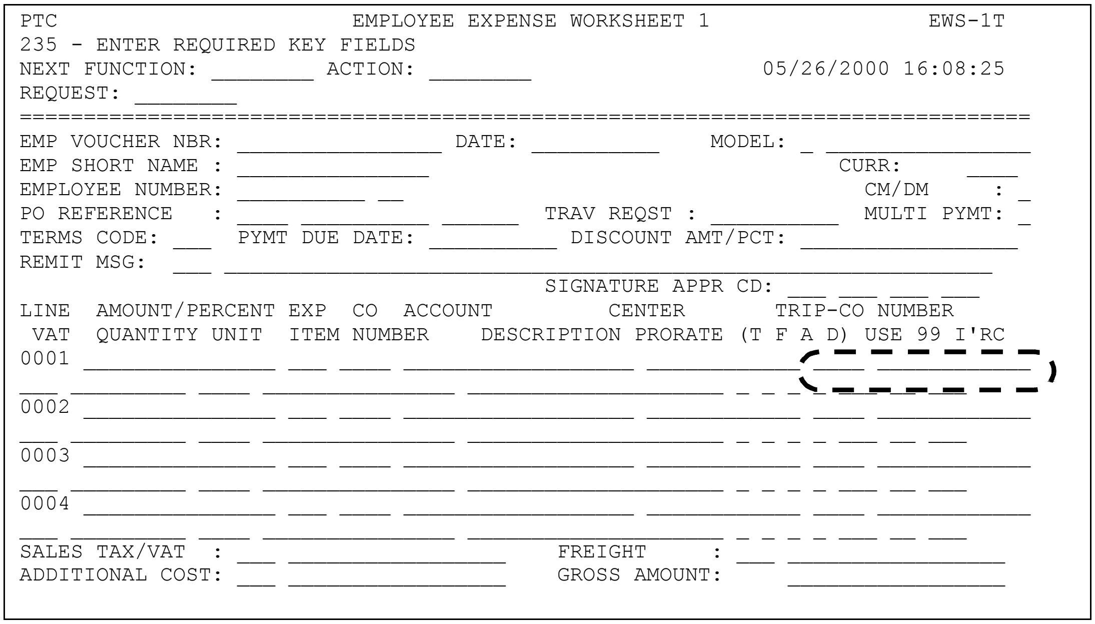
NEXT FUNCTION: ________ ACTION: ________                  05/26/2000 14:33:00
REQUEST: ________
===============================================================================

PAY ENTITY         : ____                  EMPLOYEE NUMBER   : __________ __
EMPLOYEE SHORT NAME: _______________
ADVANCE VOUCHER NBR: ________________
VOUCHER DATE       : __________
TRAVEL REQUEST NBR : __________
REMIT MESSAGE: ___ ____________________________________________________________

     ADVANCE TYPE       :                  ADVANCE ISSUE DATE: __________
     TRIP CO            : ____             TRIP NUMBER       : ____________
     GL EFFECTIVE DATE  : __________       EMPLOYEE ADV IND  : ___
     BANK ACCT PYMT CODE: ___
     CURRENCY CODE      : ____             ADVANCE AMOUNT    : _______________

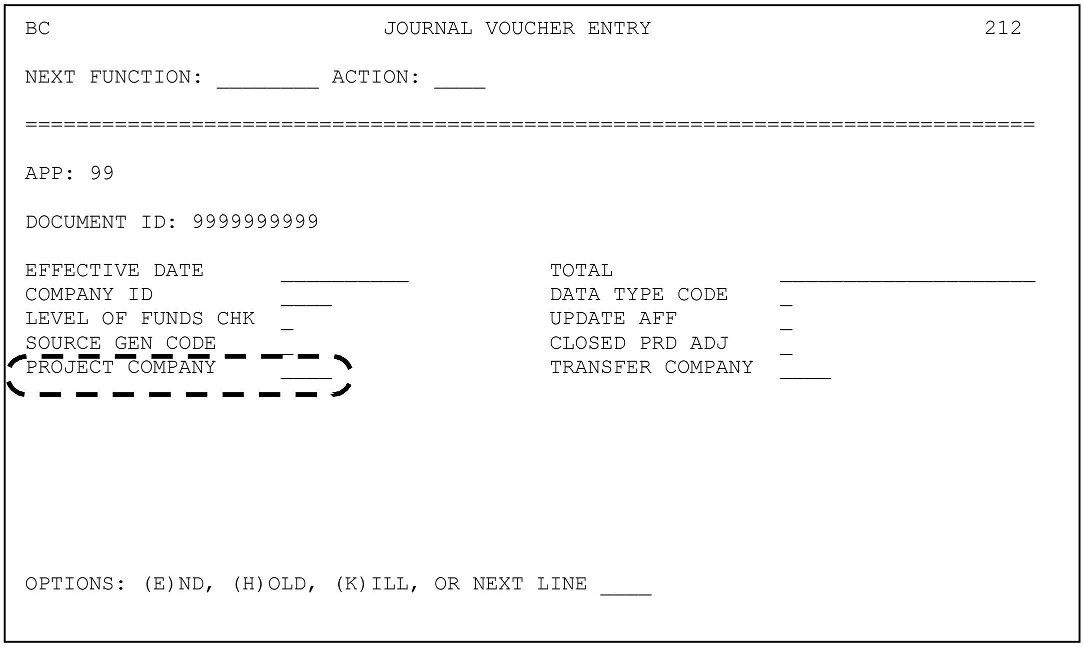
     SIGNATURE APPROVAL : ___ ___ ___ ___ ___
     HANDLING CODE      : __
     REASON CODE/DESC   : ___ _______________
     ADVANCE CO/ACCT/CTR: ____ __________________ ____________
```

EWS Employee Expense Worksheet



```
PTC                       EMPLOYEE EXPENSE WORKSHEET 1                 EWS-1T
235 - ENTER REQUIRED KEY FIELDS
NEXT FUNCTION: ________ ACTION: ________                  05/26/2000 16:08:25
REQUEST: ________
================================================================================
EMP VOUCHER NBR: ________________ DATE: __________    MODEL: _ ________________
EMP SHORT NAME : _______________                                CURR:      ____
EMPLOYEE NUMBER: __________ __                                    CM/DM     : _
PO REFERENCE   : ____ __________ ______  TRAV REQST : __________  MULTI PYMT: _
TERMS CODE: ___  PYMT DUE DATE: __________ DISCOUNT AMT/PCT: _________________
REMIT MSG:  ___ ____________________________________________________________
                                         SIGNATURE APPR CD: ___ ___ ___ ___
LINE  AMOUNT/PERCENT EXP  CO  ACCOUNT         CENTER       TRIP-CO NUMBER
 VAT  QUANTITY UNIT  ITEM NUMBER    DESCRIPTION PRORATE (T F A D) USE 99 I'RC
0001 _______________ ___ ____ __________________ ____________ ____ ____________
___ _________ ____ _______________ ____________________ _ _ _ _ ___ __ ___
0002 _______________ ___ ____ __________________ ____________ ____ ____________
___ _________ ____ _______________ ____________________ _ _ _ _ ___ __ ___
0003 _______________ ___ ____ __________________ ____________ ____ ____________
___ _________ ____ _______________ ____________________ _ _ _ _ ___ __ ___
0004 _______________ ___ ____ __________________ ____________ ____ ____________
___ _________ ____ _______________ ____________________ _ _ _ _ ___ __ ___
SALES TAX/VAT  : ___ _________________    FREIGHT     : ___ _________________
ADDITIONAL COST: ___ _________________    GROSS AMOUNT:     _________________
```

212 Journal Voucher Entry (Header)



```
BC                          JOURNAL VOUCHER ENTRY                          212

NEXT FUNCTION: ________ ACTION: ____

===============================================================================

APP: 99

DOCUMENT ID: 9999999999

EFFECTIVE DATE      __________           TOTAL             ____________________
COMPANY ID          ____                 DATA TYPE CODE    _
LEVEL OF FUNDS CHK  _                    UPDATE AFF        _
SOURCE GEN CODE     _                    CLOSED PRD ADJ    _
PROJECT COMPANY     ____                 TRANSFER COMPANY  ____

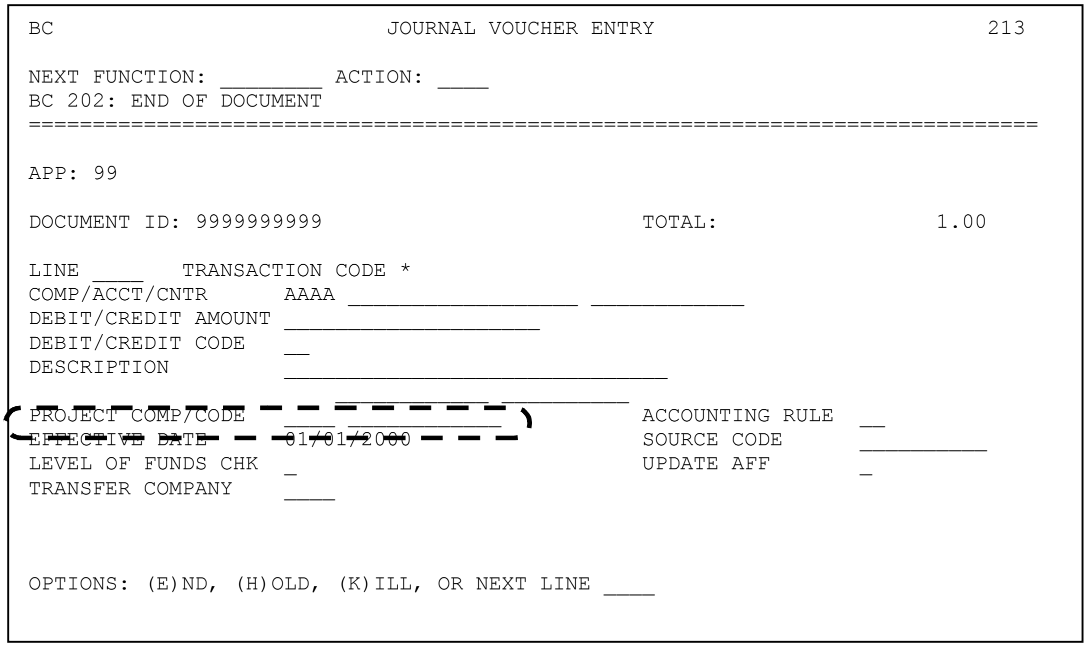






OPTIONS: (E)ND, (H)OLD, (K)ILL, OR NEXT LINE ____
```

213 Journal Voucher Entry (Line)



```
BC                          JOURNAL VOUCHER ENTRY                         213

NEXT FUNCTION: ________ ACTION: ____
BC 202: END OF DOCUMENT
===============================================================================

APP: 99

DOCUMENT ID: 9999999999                        TOTAL:                 1.00

LINE ____    TRANSACTION CODE *
COMP/ACCT/CNTR      AAAA __________________ ____________
DEBIT/CREDIT AMOUNT ____________________
DEBIT/CREDIT CODE   __
DESCRIPTION         ______________________________
                        ____________ __________
PROJECT COMP/CODE   ____ ____________          ACCOUNTING RULE  __
EFFECTIVE DATE      01/01/2000                 SOURCE CODE      __________
LEVEL OF FUNDS CHK  _                          UPDATE AFF       _
TRANSFER COMPANY    ____


OPTIONS: (E)ND, (H)OLD, (K)ILL, OR NEXT LINE ____
```